

Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Karen Farrer
Name of Conference 2022-2023 PA Fellowship Program for Special Education Leaders/2023 Annual CASE Conference
Location of Conference Pittsburgh, PA
Date(s) November 8, 9, 10, 2023 Days of Week Wednesday, Thursday, & Friday

Are you an active member of the organization sponsoring this event? Yes No

Is this conference directly related to a classroom assignment? Yes No

Purpose of conference:

This activity is part of the ongoing Fellowship. The annual Council of Administrators of Special Education (CASE) conference is being held in Pennsylvania this year and has been included as part of our Fellowship activities.

Number of school days absent for conference/meeting: 3
Total number of days requested for conference/meeting: 3 (include travel time)
Estimated time of departure: 7:30 AM
Estimated time of return: 5:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$280.00
Lodging: \$633.84
Meals: \$60.00
Registration: _____
Other: _____
Total Estimated Expenditures: \$973.84

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: Karen Farrer Date: 5/17/2023

Recommended to Superintendent: Yes No
Karen Farrer
Principal Signature

Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: [Signature]
Superintendent Signature

Date Approved by School Board: _____

Distribution: Original - District Office Copy 1 - Teacher Copy 2 - Building Office