

### Request to Attend Conference / Meeting



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

Individual Attending Ben Miller  
Name of Conference National Institute for School Leadership - PIL Course 1  
Location of Conference Smethport, PA  
Date(s) 9/24, 9/25, 10/22, 10/23, 12/17, 12/18 Days of Week \_\_\_\_\_

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:  
The Pennsylvania Inspired Leadership program is a statewide, standards-based continuing professional education program for school and system leaders. This comprehensive, cohort-based program is focused on developing the capacity of leaders to improve student achievement.

Number of school days absent for conference/meeting: 6  
Total number of days requested for conference/meeting: 6 (include travel time)

Estimated time of departure: 6:30am  
Estimated time of return: 4:30pm

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$240.12  
Lodging: \$0.00  
Meals: \$0.00  
Registration: \$0.00  
Other: \$0.00  
**Total Estimated Expenditures: \$240.12**

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) \_\_\_\_\_  
 No

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

Submitted by: Ben Miller Date: 8/12/2019

Recommended to Superintendent:  Yes  No [Signature]  
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

X-2A