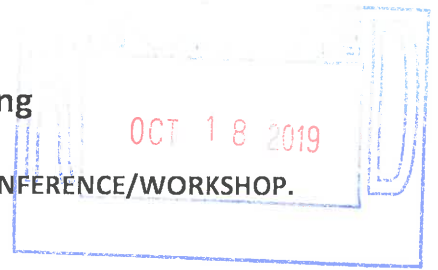


Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting



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

Individual Attending Daren Bryant
Name of Conference facilities/safety annual conference
Location of Conference Hoilday Inn Grantville PA
Date(s) 10-23-10-25 Days of Week Wednesday, Thursday and 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:

Carlisle Roofing Summit on Wednesday for a full tour of the roofing manufacturing plant. NO CHARGE for Wednesday event. Conference for Facilities energy saving updates. More Efficiency operation ideas. Custodial assistance. All the new school safety ideas and updates for a safer school district.

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: 10/23/2019 7am
Estimated time of return: 10/25/2019 8pm

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$174.00
Lodging: \$120.00
Meals: included
Registration: \$240.00
Other: _____
Total Estimated Expenditures: \$534.00

SUBSTITUTE NEEDED:


☐ Yes (# of Days) _____
☒ No

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

Submitted by: Daren Bryant  Date: 10/17/2019

Recommended to Superintendent: ☒ Yes ☐ No

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

Recommended to School Board for Approval: 
Superintendent Signature

Date Approved by School Board: _____

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