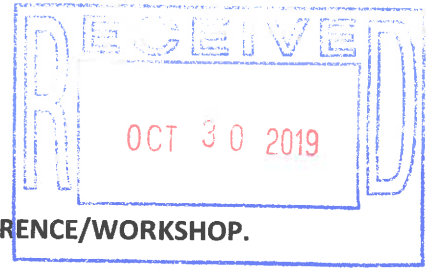


Wellsboro Area School District

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 Tanya Harmon, Jill Gastrock, Jessica Webster, Dan Long, Sherry Mohr

Name of Conference career Readiness Boot Ccamp

Location of Conference Blast IU17

Date(s) Wed October 29,2019 Days of Week 1

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:

To introduce classroom teachers to career and industry options and help them make relationships for students.

Number of school days absent for conference/meeting: 1

Total number of days requested for conference/meeting: 1 (include travel time)

Estimated time of departure: 7:30

Estimated time of return: 4:00

*Subs will be reimbursed per Tonya \$1,000*

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel:	\$63.80
Lodging:	\$0.00
Meals:	\$0.00
Registration:	\$0.00
Other:	\$0.00
<b>Total Estimated Expenditures:</b>	<b>\$63.80</b>

**SUBSTITUTE NEEDED:**

☒ Yes (# of Days) 1  
☐ No

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

Submitted by: Tanya Harmon Date: 10/28/19

Recommended to Superintendent: ☒ Yes ☐ No

Account # 2271. 581 . 800

Account # \_\_\_\_\_

*[Signature]*

Principal Signature

Amount/% \_\_\_\_\_

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

*\$1000 spend will be need by the District to cover cost*