

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 2022

Individual Attending Jennifer Erway
Name of Conference ACTFL World Languages Conference
Location of Conference Boston, Ma
Date(s) 11/18/22-11/20/22 Days of Week Fri-Sun

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:

Actfl is the premier annual conference for world language educators. Its primary goal is to demonstrate best practices for language classrooms, the latest linguistic technology, & new support materials for world language students. The ACTFL conference also provides the opportunity to network with thousands of language educators from around the country and world. Keynote speakers at ACTFL are nationally & internationally respected professionals.

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: 8:00 AM Fri.
Estimated time of return: 9:00 PM Sun.

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$145.00
Lodging: _____
Meals: \$175.00
Registration: \$400.00
Other: Sub. Cost.
Total Estimated Expenditures: \$720.00
\$585.00

SUBSTITUTE NEEDED:

Yes (# of Days) 1
 No

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

Submitted by: Jennifer Erway Date: 9/22/2022

Recommended to Superintendent: Yes No

Account # 1110-360
Account # _____

Principal Signature [Signature]

Amount/% _____

Amount/% _____

Recommended to School Board for Approval: [Signature]

Superintendent Signature

Date Approved by School Board: _____

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