

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 Melanie Berndtson
Name of Conference National Association of Agricultural Educators National Conference
Location of Conference Las Vegas, NV
Date(s) 11/30 - 12/2 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:

I am the president of the state ag teachers association and will be serving as a voting delegate at the NAAE conference this year. I will represent our state association at regional meetings and national business sessions. The state association will be paying the cost of the travel and registration for the conference.

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: 3:30 PM
Estimated time of return: 9:00 AM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: _____
Lodging: _____
Meals: _____
Registration: _____
Other: \$280.00 *\$540 - exp costs*
Total Estimated Expenditures: \$280.00

SUBSTITUTE NEEDED:
 Yes (# of Days) 3
 No

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

Submitted by: Melanie Berndtson *Melanie Berndtson* Date: 10/13/22

Recommended to Superintendent: Yes No
Principal Signature: [Signature]
Account # 10-1310-360 Amount/% 100%
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