

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 Erin Szentesy, Melissa Morral, Kate Kreger *Rob Kreger*
Name of Conference PETE&C *CIPA Educational Technology Expo & Conference*
Location of Conference Kalahari Resorts & Conventions Poconos *Pocono Mountain, PA*
Date(s) February 12-15 Days of Week Sunday - Wednesday

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:

At this conference, we will have the opportunity to attend concurrent sessions, which offer a variety of topics in the world of technology. We will also be able to network with educators from across Pennsylvania and bring new, fresh ideas back to our own classrooms, as well as share them with our peers.

Number of school days absent for conference/meeting: 3
Total number of days requested for conference/meeting: 4 (include travel time)

Estimated time of departure: 12pm
Estimated time of return: 4pm

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$97.50
Lodging: \$1,540.17
Meals: \$200.00
Registration: \$897.00
Other: \$1,125.00
Total Estimated Expenditures: \$3,859.67

SUBSTITUTE NEEDED:
 Yes (# of Days) 3
 No

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

Submitted by: Erin Szentesy, Melissa Morral, Kate Kreger Date: 10/4/2022

Recommended to Superintendent: Yes No *[Signature]*
Principal Signature

Account # 10-1110-581-000-2500 Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: *[Signature]*
Superintendent Signature

Date Approved by School Board: _____

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