

Request to Attend Conference / Meeting

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

Individual Attending Dan Senseenig
Name of Conference PMEA District 8 Chorus Festival
Location of Conference Williamsport CAC + Lycoming College
Date(s) January 12 + 13, 2023 Days of Week Thurs + Fri

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:
this is District Chorus w/ 8 students the skills learned are then shared w/ our other choral students as are teaching strategies learned @ workshops + conductor observation.

Number of school days absent for conference/meeting: 2
Total number of days requested for conference/meeting: 2 (include travel time)
Estimated time of departure: 7:30am
Estimated time of return: 9pm?

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: school van
Lodging: commuter festival
Meals: most meals covered - 29.25
Registration: \$15 (student registration + music)
Other: _____
Total Estimated Expenditures: approx \$0.00 + \$44.25 plus sub + van?

SUBSTITUTE NEEDED:
 Yes (# of Days) 2
 No

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

Submitted by: Daniel S. Senseenig Date: 11/21/22

Recommended to Superintendent: Yes No
Principal Signature _____
Account # _____ Amount/% _____
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

Attach 1X-2E-1