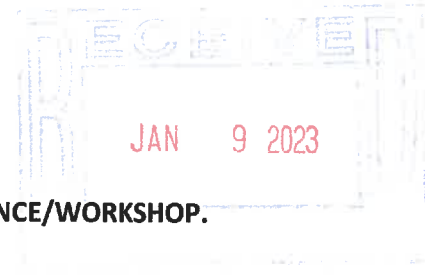


Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901



Request to Attend Conference / Meeting

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

Individual Attending Alanna Huck
Name of Conference PARSS Annual Conference
Location of Conference State College, PA
Date(s) April 26 - 28 Days of Week Wednesday Afternoon - 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:
The purpose of this conference is to connect with other Small School and Rural Superintendents to focus on the unique needs of smaller school districts. The slate of speakers for the conference includes state level personnel from the PDE, PASBO, and the legislative branch of government in Harrisburg.

Number of school days absent for conference/meeting: 2.5
Total number of days requested for conference/meeting: 2.5 (include travel time)
Estimated time of departure: 1:00 p.m.
Estimated time of return: 5:00 p.m.

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel:	<u>\$121.83</u>
Lodging:	<u>\$300.00</u>
Meals:	<u>\$0.00</u>
Registration:	<u>\$275.00</u>
Other:	<u>\$0.00</u>
Total Estimated Expenditures:	<u>\$696.83</u>

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Alanna Huck Date: 1/9/2023

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

Recommended to School Board for Approval: _____
Superintendent Signature

Date Approved by School Board: _____

Distribution: Original - District Office Copy 1 - Teacher Copy 2 - Building Office