

Request to Attend Conference / Meeting

FEB 27 2023

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

Individual Attending Dan Sensenig w/ 1 student Hayne Webster  
Name of Conference PMEA All-State Conference  
Location of Conference Kalahari - Poconos  
Date(s) April 19 - 22, 2023 Days of Week Wed - Saturday

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 gain valuable ensemble + course specific resources at these festivals/clinics. The presenters are top notch + I have always been able to enhance our instruction here through things gained at these events

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: noon  
Estimated time of return: noon

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel:  $312 \text{ miles} \times .65 = 204.36$   
Lodging:  $882.34 @ \text{convention site}$   
Meals:  $3.5 \text{ days} \times 60 = 210$   
Registration: 185  
Other: student registration - 399  
Total Estimated Expenditures: \$2,285.20 ~~2050.00~~  
sub pay \$412.50

SUBSTITUTE NEEDED:  
 Yes (# of Days) 2.5  
 No

All receipts must be itemized.  
Tips are not reimbursable.

Submitted by: [Signature] Date: 2/27/23

Recommended to Superintendent:  Yes  No  
[Signature]  
Principal Signature

Account # \_\_\_\_\_ Amount/% \_\_\_\_\_  
Account # \_\_\_\_\_ Amount/% \_\_\_\_\_

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

Date Approved by School Board: \_\_\_\_\_