

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 Dan Sausenig  
Name of Conference PMEA Region IV Band  
Location of Conference Susquehanna University  
Date(s) March 22-24, 2023 Days of Week Wed - 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:  
Region Band for qualifying student - Hayne Webster - Olive II  
Great resources + conductor techniques provided

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: 1:30 pm  
Estimated time of return: 10 pm

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: 88 miles x 2.655 = 115.28  
Lodging: approx = 280?  
Meals: 52  
Registration: 160  
Other: 4330  
Total Estimated Expenditures: 9320 ~~50.00~~

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 2  
 No

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

Submitted by: [Signature] Date: 2/13/23

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: \_\_\_\_\_