

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 Melanie Berndtson  
Name of Conference Eastern States Exposition - Veterinary Science Career Development Event Superintendent  
Location of Conference West Springfield, MA  
Date(s) 9/15/2023 Days of Week 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:  
I am the superintendent of the Veterinary Science career development event. Teams of high school students come from states in the Eastern region of the National FFA Organization to compete in this event.

Number of school days absent for conference/meeting: 1  
Total number of days requested for conference/meeting: 1 (include travel time)  
Estimated time of departure: 4:00 PM  
Estimated time of return: 4:00 PM

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \_\_\_\_\_  
Lodging: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Registration: \_\_\_\_\_  
Other: \$170.00 (sub) AM  
Total Estimated Expenditures: ~~\$0.00~~

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 1  
 No

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

Submitted by: Melanie Berndtson Date: 8/29/2023

Recommended to Superintendent:  Yes  No \_\_\_\_\_

Account # \_\_\_\_\_ 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