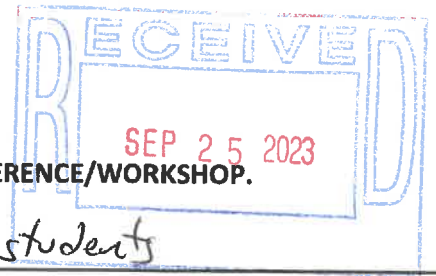


Request to Attend Conference / Meeting



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

Individual Attending Daniel Sausewig w/ approx. 13 students
Name of Conference PMEA District 8 Chorus Pre - Auditions
Location of Conference Williamsport Area High School
Date(s) Sunday, October 22nd 2023 Days of Week Sunday (1)

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 the meeting at which our select students audition into the PMEA Festival system for the 2023/24 school year

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: ~~11:15 am~~ 11:15 am
Estimated time of return: 8:30 / 9 pm

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: 1 bus - 378.30 assuming I calculated this correctly?
Lodging: 0
Meals: students expense
Registration: \$5.00 per student
Other: _____
Total Estimated Expenditures: \$0.00

SUBSTITUTE NEEDED:
 Yes # of Days _____
 No

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

Submitted by: D.S. Sausewig Daniel S. Sausewig Date: 9/25/23

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

Recommended to School Board for Approval: [Signature] Superintendent Signature
Date Approved by School Board: _____