

Request to Attend Conference / Meeting

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

Individual Attending Dan Sensesig w / approx. 5 students
Name of Conference PMEA District Band Auditions
Location of Conference Williamsport Area High School
Date(s) 11/19/2023 Days of Week Sunday

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:
Auditions for instrumental students into the PMEA instrumental festival system for this school year

Number of school days absent for conference/meeting: 0
Total number of days requested for conference/meeting: 1 (include travel time)
Estimated time of departure: 11:15 am
Estimated time of return: 9 pm

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: mileage or school van
Lodging: _____
Meals: _____
Registration: \$5.00 per student
Other: _____
Total Estimated Expenditures: approx \$0.00 \$90.00

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Daniel S. Sensesig D.S.S. Date: 9/27/23

Recommended to Superintendent: Yes No
Principal Signature: [Signature] 9/27/23
Account # _____ Amount/% _____
Account # _____ Amount/% _____

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