

Request to Attend Conference / Meeting

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

Individual Attending Dan Sensenig w/ 9 students
Name of Conference PMEA District 8 Chorus
Location of Conference Montoursville Area H.S.
Date(s) Jan 24-26, 2024 Days of Week wed, Thurs, 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:
This is District Chorus where some of the selections performed will be included in our instruction here. - Students are: Olivia Chilson, Serene Grassner, Maddy Hulstander, Annie Graham, Liam Elkin, Jude Cuneo, Wyatt Roth, Cameron Clark + Mason Nowak.

Number of school days absent for conference/meeting: 2 1/2
Total number of days requested for conference/meeting: 2 1/2 (include travel time)
Estimated time of departure: 3 pm
Estimated time of return: 9 pm ?

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:
Travel: 1 bus - far drop off on Wednesday
my mileage - 74.67
Lodging: 2 nights @ approx 130 = 260 -
Meals: 30.50
Registration: 1,017 - student registration
Other: _____
Total Estimated Expenditures: \$0.00

SUBSTITUTE NEEDED:
 Yes (# of Days) 2 1/2
 No

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

Submitted by: [Signature] Date: 10/24/23

Recommended to Superintendent: Yes No
[Signature] Principal Signature 10/24/23
Account # _____ Amount/% _____
Account # _____ Amount/% _____

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