

Request to Attend Conference / Meeting

JAN 16 2023

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

Individual Attending Dan Sensesing w/ Hayne Webster, student / Bass I
Name of Conference NASME All-Eastern Honors Choir + Conference
Location of Conference Rochester, NY
Date(s) April 13-16, 2023 Days of Week Thurs - 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:
This event provides valuable information on vocal & instrumental music. The conductors & clinicians are top notch. The information gained here is incorporated into our programs & curriculum where appropriate. We always benefit from these events

Number of school days absent for conference/meeting: 2
Total number of days requested for conference/meeting: 4? (include travel time)
Estimated time of departure: early - not sure on student arrival times yet
Estimated time of return: late - not sure of concert times yet

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:
Travel: $(138 \times 2) \times .655 = 180.78$
Lodging: $2 \text{ nights} \times 215 = 430$
Meals: $4 \text{ days} \times 60 = 240.00$
Registration: $200.00 \text{ for me, } 695.00 \text{ for student}$
Other: $\text{sub for 2 days} = 200 \rightarrow 20$
Total Estimated Expenditures: \$0.00
~~\$1480.78~~ \$2280.78

SUBSTITUTE NEEDED:
 Yes # of Days 2
 No

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

Submitted by: Daniel S. Sensesing Date: 1/11/23

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

Recommended to School Board for Approval: [Signature]
Superintendent Signature

Date Approved by School Board: _____

Distribution: Original - District Office Copy 1 - Teacher Copy 2 - Building Office