

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 Karen Farrer
Name of Conference PDE Annual Conference Making a Difference: Educational Practices That Work!
Location of Conference Hershey, PA
Date(s) 2/28/24-3/1/24 Days of Week Wednesday, Thursday, 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:

This annual statewide conference offers an opportunity to learn and engage with nationally recognized presenters, as well as colleagues from across the state, highlighting effective instructional strategies and interventions designed to make an educational difference for all students.

Number of school days absent for conference/meeting: 3
Total number of days requested for conference/meeting: 3 (include travel time)
Estimated time of departure: 7:00
Estimated time of return: 4:00

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$196.50
Lodging: \$330.78
Meals: \$75.00
Registration: \$265.00
Other: _____
Total Estimated Expenditures: \$867.28

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Karen Farrer Date: 12/21/23

Recommended to Superintendent: Yes No Karen Farrer
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