

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 Rob Kreger, Kate Kreger, Melissa Morral, Erin Szentesy  
Name of Conference PETE&C  
Location of Conference Hershey, PA  
Date(s) 2/4 - 2/7/2023 Days of Week Sunday - Wednesday

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:  
The purpose of the Pennsylvania Educational Technology Expo and Conference is to learn about the latest technology available to educators in the state of PA. Attendees are able to speak with vendors about various products available to school and are also able to attend educational sessions each day to learn about various ways to utilize new and emerging technology in the classroom. It is also a great place to network with other educators from across the state to gain knowledge and insight into how

Number of school days absent for conference/meeting: 3  
Total number of days requested for conference/meeting: 4 (include travel time)  
Estimated time of departure: 12pm  
Estimated time of return: 5pm

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$96.94  
Lodging: \$1,300.00  
Meals: \$100.00  
Registration: \$852.00 ✓  
Other: \_\_\_\_\_  
**Total Estimated Expenditures: \$2,348.94**

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 9  
 No

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

Submitted by: *Erin Szentesy, Melissa Morral, Kate Kreger* Date: \_\_\_\_\_

Recommended to Superintendent:  Yes  No *RK*  
Principal Signature

Account # \_\_\_\_\_ Amount/% \_\_\_\_\_  
Account # \_\_\_\_\_ Amount/% \_\_\_\_\_

Recommended to School Board for Approval: *Donna*  
Superintendent Signature

Date Approved by School Board: \_\_\_\_\_

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