

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 Mike Wolff
Name of Conference Tech Talk Live - IU13 - Lancaster PAA
Location of Conference Lancaster PA
Date(s) May 6-8 Days of Week Monday - 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:

Learning more about various aspects security and other items pertaining to network and general tech operations. Cost is \$350 if registered before 2-29-24 - ~ 400 miles round trip \$268 - 360 miles on 15 - Current hotel rates \$159.96 night at best western 222 eden road, lancaster - 5 meals (3lunch-2Dinner)Best Western Lancaster May 5,6,7.

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: Sunday evening
Estimated time of return: Wednesday eveni

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$268.00
Lodging: \$450.00
Meals: \$80.00
Registration: \$400.00
Other: _____
Total Estimated Expenditures: \$1,198.00

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

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

Submitted by: Michael Wolff Date: _____

Recommended to Superintendent: Yes No _____

Account # _____ 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