

RECEIVED

APR 15 2024

### Request to Attend Conference / Meeting

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

Individual Attending Rob Kieser  
Name of Conference Welding Teacher Training  
Location of Conference Penn College Miller Welding Training- Metal Trades Center  
Date(s) May 9-10, 2024 Days of Week Thursday and 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:  
Teacher training at the Metal Trades Center at PCT sponsored by Miller.

Number of school days absent for conference/meeting: 2  
Total number of days requested for conference/meeting: 2 (include travel time)  
Estimated time of departure: \_\_\_\_\_  
Estimated time of return: \_\_\_\_\_

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$0.00  
Lodging: \$0.00  
Meals: \$0.00  
Registration: \$0.00  
Other: \_\_\_\_\_  
Total Estimated Expenditures: \$0.00

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 2  
 No

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

Submitted by: Rob Kieser Date: 4/11/2024

Recommended to Superintendent:  Yes  No *Steve Adams*  
Principal Signature

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

Recommended to School Board for Approval: *Bob Kieser*  
Superintendent Signature

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