

RECEIVED  
MAY 7 2024

### Request to Attend Conference / Meeting

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

Individual Attending Daniel Long  
Name of Conference AP Calculus AB and BC (combined) - APSI Online @ William & Mary  
Location of Conference Online  
Date(s) June 25th, 2024 - June 28th, 2024 Days of Week \_\_\_\_\_

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:  
Training for teaching AP Calculus AB (Note registraion fee increases to 700 after May 3rd)

Number of school days absent for conference/meeting: 0  
Total number of days requested for conference/meeting: 0 (include travel time)  
Estimated time of departure: n/a  
Estimated time of return: n/a

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \_\_\_\_\_  
Lodging: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Registration: \$600.00  
Other: \_\_\_\_\_  
**Total Estimated Expenditures: \$600.00**

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) \_\_\_\_\_  
 No

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended to Superintendent:  Yes  No  
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