



**Erie County Technical School
Request for Travel Authorization**

Date of Request: August 11, 2009
Requestor Name: Jan Kennerknecht Position: Supervisor
Destination: Nashville, TN Over 400 miles (Yes or No) Yes
Purpose of Trip: DACUM International Conference/ACTE National Convention
Date(s) of Trip: November 15-20, 2009
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 1,850.00 (see attachment)
Signature: Jan Kennerknecht Date: 8/11/09
Routing:

1. Supervisor's Approval

Signature: _____ Date: _____

2. Director's Approval

Signature: Alvin Johnson Date: 8/12/09

3. Board Approval (travel over 400 miles):

Signature: _____ Date: _____

Copies: Original to requestor, copy to Supervisor, copy to Business Office

Required by Board Policies 331, 431, 531 – Authorization to Travel

ISO Form #: 2300.05.00	Revision Date: April 17, 2009
This is a controlled form. Check the forms index for the most recent and correct version.	

Estimated Expenses for November Conference Travel
Jan Kennerknecht

Airfare, November 15-20 Air)	\$350 (Sunday departure/Friday return, PIT airport, US
DACUM conf registration	\$300 (Monday, Tuesday-I would do a presentation)
3 nights Hampton Inn	\$375 (Sunday, Monday, Tuesday)
NOCTI pre-conf. Wed.	\$150
2 nights Gaylord Convention Center	\$400 (Wednesday, Thursday)
ACTE conf registration	\$190 (Thursday)
Meals not included in registration fees	\$ 85
Total Estimated Expenses	\$1850.00