



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

Date of Request: August 20, 2013

Requestor Name: Donna Erdman Position: Early Childhood Education Instructor

Destination: Washington, DC. Over 400 miles (Yes or No) Yes ^{Approx 800 miles round trip}

Purpose of Trip: Attend NAEYC annual conference + expo

Date(s) of Trip: Tuesday, November 19, 2013 to Saturday, November 23, 2013

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 2045.00

Signature: [Signature] Date: August 20, 2013

Routing:

1. Supervisor's Approval

Signature: _____ Date: _____

2. Director's Approval

Signature: [Signature] Date: 8/20/2013

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.	

Request from Donna Erdman to attend 2013 NAEYC Annual Conference and Expo in Washington, DC
Tuesday, November 19, 2013 until Saturday, November 23, 2013

Registration (early bird)	\$ 245.00
Hotel (4 nights at approx. \$250.00/night)	\$1000.00
Parking at Hotel	\$ 100.00
Transportation	
Use of personal vehicle	\$ 450.00
Meals (\$50.00/day X 5 days)	\$ 250.00
Total Approximate cost	\$2045.00

I would like to suggest that the registration fee and the hotel accommodations be paid from the Early Childhood Education Enterprise Account since the conference is directly related to the operation of Tech Tikes Preschool.


Respectfully submitted by Donna E. Erdman, Early Childhood Education Instructor