



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

Date of Request: September 16, 2015
Requestor Name: Donna Erdman Position: Early Childhood Educ. Instructor
NAEYC Annual Conference
Destination: Orlando FL Over 400 miles (Yes or No) Yes
Purpose of Trip: Education - to explore the latest research and learn from others / networking
Date(s) of Trip: Tuesday, Nov. 17, 2015 - Saturday, Nov. 21, 2015
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 2000.00
Signature: [Signature] Date: Sept 16, 2015

Routing:

1. Supervisor's Approval

Signature: _____ Date: _____

2. Director's Approval

Signature: [Signature] Date: 9/17/15

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.	



To: Aldo Jackson
From: Donna Erdman
Date: September 16, 2015
Re: Requesting permission to attend annual NAEYC Conference and Expo
November 17-21, 2015
Orlando, Florida

Annual Conferences and Expos of NAEYC attract thousands of early childhood professionals including teachers, program administrators, researchers, teacher educators, and child care providers. Because it is the largest early childhood conference in the world it must be held in cities that can accommodate the approximately 15,000 to 20,000 people that the conference attracts.

NAEYC's 2015 Annual Conference and Expo is being held in Orlando, Florida, November 17-21, 2015, and I am requesting permission to attend.

The NAEYC conferences that I have attended in the past have proven to be invaluable due to the sharing of the latest research and the variety of workshops that provide education. In addition they have provided opportunities to share and learn with others in similar programs and to network with educators from not only across the United States but from around the world.

The estimated cost for me to attend this annual NAEYC conference is approximately \$2000. I believe that since the Tech Tikes Preschool program has been reaccredited and much of the focus of the program follows not only PA standards but also the ten NAEYC standards, that the cost is reasonable and justified. Regardless of where the conference is held, the lodging, registration, and meal cost is going to be similar. The transportation costs may be slightly higher due to flights, but depending on when the flight is made, it may actually be very close to the cost of transportation when the conference is held in Washington, DC. (which incidentally won't be hosting the annual conference until 2018 or 2019).

Registration (by Sept. 25)	\$265
Lodging	\$900
Airfare and shuttle	\$480
Meals	\$250

If given approval to attend the conference, I would like to register by September 25. After that date, the cost goes up.

Thank you for your considering my request.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donna E. Erdman".

Donna E. Erdman, M. Ed.