



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

Date of Request: August 7, 2017

Requestor Name: Donna E. Erdman Position: Early Childhood Education Inst.

Destination: Atlanta, Georgia Over 400 miles (Yes or No) yes

Purpose of Trip: Attend 2017 NAEYC Annual Conference and Expo

Date(s) of Trip: November 14 - November 19, 2017

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 2245⁰⁰

Signature: [Signature] Date: August 7, 2017

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasovitch Date: 8/7/17

2. Director's Approval

Signature: [Signature] Date: 8/9/17

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, ECTS Director
Joseph Tarasovitch, ECTS Principal
From: Donna Erdman, Early Childhood Education Instructor
Date: August 7, 2017
Re: Permission to attend 2017 NAEYC Annual Conference and Expo
November 14-19, 2017
Atlanta, Georgia

Staying up to date on quality and trends, taking part in the largest gathering of early childhood educators, expanding my knowledge, learning from experts, and taking home ideas I can use immediately are all reasons I am requesting permission to attend the 2017 NAEYC Annual Conference and Expo being held in Atlanta, Georgia, November 14-19, 2017.

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 educational workshops offered. The opportunity to network with others in the field, the diversity of topics at the sessions, and the array of experiences add to this professional development event.

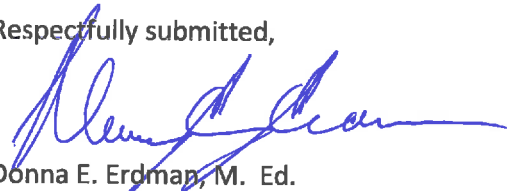
The estimated cost to attend the annual NAEYC conference is approximately \$2245. Since the Tech Tikes Preschool program is NAEYC accredited and much of the focus of the program follows not only Pennsylvania Learning Standards for Early Education but also the required NAEYC standards, when compared to the information and learning gathered, the cost is reasonable and justified.

Besides the need for a substitute teacher for Tuesday thru Friday during the week of the conference, additional costs include the following:

Registration (by Sept. 8)	\$ 295 (NAEYC member cost)
Lodging	\$1200
Airfare and shuttle	\$ 450
Meals	\$ 300

Thank you for your considering my request.

Respectfully submitted,



Donna E. Erdman, M. Ed.
Early Childhood Education Instructor
Tech Tikes Preschool Director