



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

Date of Request: August 15, 2018
Requestor Name: Donna Erdman Position: Early Childhood Educ. Inst.
Destination: Washington DC Over 400 miles (Yes or No) Yes
Purpose of Trip: attend NAEYC Annual Conference roundtrip 740mi
Date(s) of Trip: Nov. 14 - Nov 17, 2018
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 1800⁰⁰
Signature: [Signature] Date: Aug 15, 2018
Routing:

1. Supervisor's Approval

Signature: Joseph Tarasovitch Date: 8/18/18

2. Director's Approval

Signature: [Signature] Date: 8/22/18

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: H. Fred Walker, ECTS Director
Joseph Tarasovitch, ECTS Principal
From: Donna Erdman, M. Ed.
Early Childhood Education Instructor
Date: August 15, 2018
Re: Request for Travel Authorization
Permission to attend 2018 NAEYC Annual Conference and Expo
Wednesday, November 14, 2018 – Saturday, November 17, 2018
Washington, D.C.

NAEYC's Annual Conference and Expo is a place to learn, network, and stay up to date on what's happening in the early childhood education field. Besides the over 600 educational sessions available, the expo provides endless networking opportunities and workshops with inspiring speakers to rejuvenate the love of teaching young children. I am requesting permission to attend the 2018 NAEYC Annual conference and Expo being held in Washington, D. C. from November 14- November 17, 2018.

Every NAEYC conference I have attended in the past has proven to be invaluable due to the sharing of the latest research and the educational workshops offered. The opportunity to experience the vast array of speakers, workshops, and special events adds to my professional development and allows me to stay current with NAEYC standards and changes in the accreditation process for Tech Tikes Preschool.

The estimated cost to attend the conference is approximately \$1800.00. Due to the location of the conference, it is within a reasonable driving distance, though parking does add to the cost. Additional costs are as follows:

Registration by September 6	\$ 295
Lodging (3 nights)	\$ 850
Parking (hotel fees)	\$ 150
Transportation (gasoline)	\$ 250
Meals	\$ 200

A substitute teacher would be required for Wednesday, November 14, Thursday, November 15, and Friday, November 16.

Thank you for considering my request to attend the preschool's accrediting organization's annual conference.

Respectfully submitted,



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