

**WARREN COUNTY SCHOOL DISTRICT**  
**Warren, Pennsylvania 16365**  
**REQUEST TO ATTEND CONFERENCES, MEETINGS, WORKSHOPS**

Clark	William	CO
Last	First	Building/School
2/5/15	Superintendent	
Date	Work Assignment/Title	Curriculum/Department

Organization Sponsoring Meeting: \_\_\_\_\_ PARSS

Location of Meeting: \_\_\_\_\_ State College, PA \_\_\_\_\_ Date/Time: Apr. 22-24, 2015  
 (City, State, Site)

Purpose for attending meeting **and** description (or attach copy of the official meeting notification):

Annual PA Rural and Small Schools Conference

**District Goal/Strategic Plan Goal or Building Goal supported by attendance to this event:**

Number of **School** days required for meeting: \_\_\_\_\_ 2 \_\_\_\_\_ Required: \_\_\_\_\_

Number of **Total** days required for meeting: \_\_\_\_\_ 2 \_\_\_\_\_ Elective: \_\_\_\_\_

**ESTIMATED EXPENSES:**

Transportation: 239.8 miles at \$0.570 per mile	\$ 136.69
Meals: _____	\$ 60.00
Room: _____	\$ 180.00
Registration: _____	\$ 199.00
Sub Costs: _____	\$ _____
Other (Specify): _____	\$ _____
<b>TOTAL:</b>	<b>\$ 575.69</b>

Number of Substitute Days Required: \_\_\_\_\_

**Budget Unit Number & Account Number:** \_\_\_\_\_ 01-2360-000-00-35-000 581

**OFFICE USE ONLY**

**Signatures of Approval:**

Building Principal: \_\_\_\_\_ ☐ Yes ☐ No Date: \_\_\_\_\_

Superintendent/Director: \_\_\_\_\_ ☐ Yes ☐ No Date: \_\_\_\_\_