



Professional Development / Conference  
Employee Travel Request Form

Building: Transportation

Name(s): 1. Joe Hougland 2. \_\_\_\_\_  
3. Traci Cox 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

Event / Conference: STAI Conference

Travel Destination (City/State): FT Wayne

Date(s): Leave: 6-23 Return: 6-24

Registration Approximate **Total Cost**: \$ 500 / \$ 250 per person

Hotel Approximate **Total Cost**: \$ 308 / \$ 154 per person

Flight Approximate **Total Cost**: \$ \_\_\_\_\_ / \$ \_\_\_\_\_ per person

Car Rental Approximate Cost: \$ 0 (we request to take FCSC mini van \_\_\_\_\_)

**Pre-Travel Approval Signatures**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent:  \_\_\_\_\_ Date: 3/24/26

FCS Board of School Trustees: \_\_\_\_\_ Date: \_\_\_\_\_