



STAFF
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Amy J. Cattapan Position: Grade 6 LA teacher

Conference/Mtg.: NCTE Annual Convention Location: Philadelphia, PA

Conference/Mtg. Dates (from): 11/19/26 (to): 11/22/26

Dates absent from work (from): 11/18/26 (to): 11/20/26

TRAVEL

Maximum ESTIMATES of expenses for which employee will request reimbursement:

- Plane, bus, or train fare 400.00
- Special fares for bus and taxi 2026 Rate: 0.725 (<http://www.irs.gov/>)
- Auto mileage: Miles x rate: = 0.00
(calculate from District address starting point)
- Parking: Day(s) x rate: = 0.00

LODGING

Submit estimated rates or receipt/confirmation for hotel or motel bill 1,057.12

MEAL & INCIDENTAL EXPENSES - Per Diem (For rates, visit: www.gsa.gov/)
Includes tips and gratuities (Servers, Bellhops, etc.)

- Maximum (per GSA) per day is authorized for meals and incidentals

REGISTRATION FEES

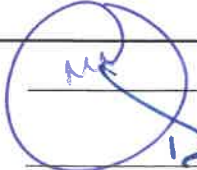
385.00

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

75.00

Budget Code:

Total Estimate of Expenses: \$2,339.12 \$1,917.12

Principal/Administrator Approved: 

Date: 8.19.26

Superintendent or Designee Approved: 

Date: 8.19.26

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.

Please submit **TWO** copies.

One will be returned and should be resubmitted when actual conference expenses have been finalized.

ALSO, please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.