LINCOLNWOOD 74 SCHOOL DISTRICT

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: 0.000 Miles x rate: $ 0.725 = 0.00
  (calculate from District address starting point)
- Parking: 0.000 Day(s) x rate: 0.000 = 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.)

8/31/26

- Maximum (per GSA) per day is authorized for meals and incidentals — 422

REGISTRATION FEES

NCTE Member Rate — 385.00

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Middle School Level Speaker & Luncheon — 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.

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