FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

Professional Development / Conference
Employee Travel Request Form

Dept. / Building: Technology

Name(s): 1. Angela Huffine 2. _____

3. _____ 4. _____

5. _____ 6. _____

Event / Conference: National PSUG Event/Conference

Travel Destination (City/State): Myrtle Beach, SC

Date(s): Leave: 5/2/27 Return: 5/5/27

Registration Approximate **Total Cost**: $ 400.00 / $ _____ per person

Hotel Approximate **Total Cost**: $ 290.00 / $ _____ per person

Flight Approximate **Total Cost**: $ 450.00 / $ _____ per person

Car Rental Approximate Cost: $ N/A

Pre-Travel Approval Signatures

Principal: _____ Date: 10-6-26

Superintendent: _____ Date: 10-7-26

FCS Board of School Trustees: _____ Date: 10/14/26