FRANKLIN COMMUNITY SCHOOLS
Student-Centered · Innovative

Professional Development / Conference
Employee Travel Request Form

Building: Webb / Union

Name(s): 1. Mike Swigert 2. _____

3. _____ 4. _____

5. _____ 6. _____

Event / Conference: IMEA 2027 Conference

Travel Destination (City/State): Fort Wayne, IN

Date(s): Leave: Jan. 14 Return: Jan. 16

Registration Approximate **Total Cost**: $ 62 / $_____ per person

Hotel Approximate **Total Cost**: $ ~~274~~ 699 / $_____ per person

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

Car Rental Approximate Cost: $_____

Account Title: _____

Pre-Travel Approval Signatures

Principal: _____ Date: 10/07/26 10/7/26

Superintendent: _____ Date: 10/7/26

FCS Board of School Trustees: _____ Date: 10/19/26