



**STAFF**  
**Pre-Approval for Conference/Meeting**  
**(Overnight)**

Employee: Amy Cattapan Position: Grade 6 ELA Teacher

Conference/Mtg.: NCTE Convention Location: Denver, CO (Denver Convention Center)

Conference/Mtg. Dates (from): 11/20/25 (to): 11/23/25

Dates absent from work (from): 11/19/25 (to): 11/21/25

**TRAVEL**

Maximum ESTIMATES of expenses for which employee will request reimbursement:

- Plane, bus, or train fare 400.00
- Special fares for bus and taxi 2025 Rate: 0.700 (<http://www.irs.gov/>) 350.00
- Auto mileage:  Miles x rate:  = 0.00  
(calculate from District address starting point)
- Parking:  Day(s) x rate:  = 72.00

**LODGING**

Submit estimated rates or receipt/confirmation for hotel or motel bill 0.00

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

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

**REGISTRATION FEES**

365.00

**MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:**

0.00

Budget Code:  Total Estimate of Expenses: \$1,187.00

Principal/Administrator Approved:  Date: 9/30/25

Superintendent or Designee Approved:  Date: 10.2.25

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.