



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

Employee: Hillary Schroer Position: Music Teacher

Conference/Mtg.: IMEC - Illinois Music Educators Conference Location: Peoria, IL

Conference/Mtg. Dates (from): Thursday, Jan 29, 2026 (to): Saturday, Jan 31, 2026

Dates absent from work (from): Thursday, Jan 29, 2026 (to): Friday, Jan 30, 2026

**TRAVEL**

Maximum ESTIMATES of expenses for which employee will request reimbursement:

- Plane, bus, or train fare 0
- Special fares for bus and taxi 0
- Auto mileage: 348 Miles x rate: \$ 0.700 = 243.60  
(calculate from District address starting point)
- Parking: 3 Day(s) x rate: 10 = 30

**LODGING**

Submit estimated rates or receipt/confirmation for hotel or motel bill 274.07

**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 100

**REGISTRATION FEES**

275 275

**MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:**

922.67

Budget Code: 10.0.2210.312.00.0000.02

Total Estimate of Expenses:

Principal/Administrator Approved: 

Date: 10.15.2025

Superintendent or Designee Approved: 

Date: 10.15.25

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.