



ADMINISTRATIVE
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Dr. Kimberly A. Nasshan Position: Superintendent

Conference/Mtg.: Urban Superintendents Summer Academy '18 Location: Louisville, KY

Conference/Mtg. Dates (from): 07/10/18 (to): 07/15/18

Dates absent from work (from): 07/10/18 (to): 07/13/18

Maximum ESTIMATES of expenses for which employee will request reimbursement:

TRAVEL (estimated)

- Plane, bus, or train fare
Special fares for bus and taxi
Auto Mileage: Miles x rate: = 0.00
Parking: Day(s) x rate: = 0.00

ROOM

- Submit receipt for hotel or motel bill (estimated)
Tips (includes Red Caps/Porters, Bellhops, etc.)

MEALS

- Maximum (per GSA) per day is authorized for meals

REGISTRATION FEES

[Empty registration fee box]

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Fee for USAA 2018 Summer Academy 425.00

[Empty miscellaneous expense box]

[Empty miscellaneous expense box]

Total Estimate of Expenses: \$425.00

Budget Code: 10.0.2320.312.00.0000.00

Superintendent or Designee Approved:

[Handwritten signature]

Date: 3/28/18

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.