

STAFF Pre-Approval for Conference/Meeting (Overnight)

Employee: Dr. David Russo	Position:	Supt of Schools		
IASA 61st Annual Conference		Location:	Springfield, IL	
Conference/Mtg. Dates (from):	09/24/25	(to):	09/26/2	5
Dates absent from work (from):	09/24/2		09/26/2	5
TRAVEL Maximum ESTIMATES of exp	penses for which employ	vee will request reimbur	sement:	
 Plane, bus, or train fare 			-	
 Special fares for bus and Auto mileage: 418.0 		2025 Rate: 0.700 (http://ww	w.irs.gov/)	292.60
(calculate from District address starting poin • Parking:		te:	=	0.00
LODGING		-		
Submit estimated rates or receipt/confirmation for hotel or motel bill				439.87
MEAL & INCIDENTAL EXPEN Includes tips and gratuities • Maximum (per GSA) per	(Servers, Bellhops, etc.)			170.00
REGISTRATION FEES				
61st Annual Conference Registration				380.07
MISCELLANEOUS CONFERENCE	EXPENSES. PLEASE ITEN	NIZE:		
Budget Code: 10.0.2320.312.00	.0000.00	Total Estimate of Ex	8/	\$1,282.54
Principal/Administrator Approved:		sur es	Date:	17/3
Superintendent or Designee Approved	:		Date:	

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.