



Professional Development / Conference
Employee Travel Request Form

Building: FCMS

Name(s): 1. Kaitlyn Hollis 2. _____

3. _____ 4. _____

5. _____ 6. _____

Event / Conference: JEA/NSPA National Journalism Convention

Travel Destination (City/State): Minneapolis, MN

Date(s): Leave: 4/16/26 Return: 4/19/26

Registration Approximate **Total Cost**: \$ 135 / \$ _____ per person

Hotel Approximate **Total Cost**: \$ 900 / \$ _____ per person

Flight Approximate **Total Cost**: \$ 400 / \$ _____ per person

Car Rental Approximate Cost: \$ 100 Uber/Lyft for rides to/from airport _____

Account Title: _____

Pre-Travel Approval Signatures

Principal: [Signature]

Date: 1/29/26

Superintendent: [Signature]

Date: 1/30/26

FCS Board of School Trustees: [Signature]

Date: 2-9-26