



STAFF
Pre-Approval for Conference/Meeting
(Overnight)

Employee: Hillary Schroer Position: Rutledge Music
Conference/Mtg.: Illinois Music Education Conference (IMEC) Location: Peoria, IL
Conference/Mtg. Dates (from): 01/30/25 (to): 02/01/25
Dates absent from work (from): 01/30/25 (to): 01/31/25

TRAVEL

Maximum ESTIMATES of expenses for which employee will request reimbursement:

- Plane, bus, or train fare
- Special fares for bus and taxi
- Auto mileage: Miles x rate: =
(calculate from District address starting point)
- Parking: Day(s) x rate: =

LODGING

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

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

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

REGISTRATION FEES

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Budget Code: 10.0.2210.32.00.000.62 Total Estimate of Expenses:

Principal/Administrator Approved: [Signature] Date: 12-19-2024

Superintendent or Designee Approved: [Signature] Date: 12.19.24

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.