

**EASTERN UPPER PENINSULA ISD
REQUEST TO ATTEND OVERNIGHT CONFERENCE/WORKSHOP
REQUEST FORM**

Name: Patricia Jones _____ Conference: ACTE National WBL Conference _____
 Date(s) of Conference: 04/26-04/28/2023 _____ Conference Location: Atlanta Georgia _____
 Please include year
 Funding Source: WBL _____ ASN/Account #:26.1226.000.1112 3220.01 _____

Justification for Travel: As the Non-CTE Coordinator learning about best practices about WBL from around the country. Gathering ideas for our students in WBL in the region.

INSTRUCTIONS FOR COMPLETION

- A. Submit this completed request form to the supervisor for approval prior to conference/workshop.
- B. After approval, request form is returned to conference/workshop participant.
- C. Immediately after attending conference/workshop, staff member submits completed request form with actual costs to supervisor. Supervisors retain form by department.
- D. **NEW**- If out of state, please submit a copy of the completed form to the Business Office - required to be posted by the MDE.

ESTIMATED

Complete PRIOR to Attending

\$ 325 _____ Registration
 \$ 221 _____ *Meals-see below
 \$ 854 _____ Lodging
 \$ _____ Mileage
 \$ 750 _____ Misc.
 \$ 2,150 _____ TOTAL

 Employee Signature Date

PRE TRAVEL APPROVAL

Approved Denied

 Supervisor Signature Date

ACTUAL COSTS

Complete AFTER Attending

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

For all travel reimbursement, full itemization of expenditures is required.
 Attach extra detail or breakdown of funding sources as needed.
 Out-of-state travel requires prior Board approval.
 Exceptions to the reimbursement rates require advance Superintendent approval.

 Employee Signature Date

POST TRAVEL APPROVAL

 Supervisor Signature Date

_ 2 _ # of Breakfasts @ \$14.00 = \$28 _____
_ 3 _ # of Lunches @ \$16.00 = \$48 _____
_ 5 _ # of Dinners @ \$29.00 = \$145 _____
Total Available for All Meals \$221 _____

Break out the partial travel days and where some meals are provided as part of the event.
 Staff are expected to exercise reasonable care with expenses and attach detailed receipts for reimbursement.

Save the Date

ACTE's National Work-Based Learning Conference 2023 April 26-28

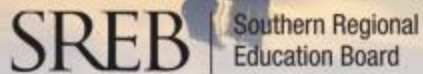
Making Connections • Sharing Ideas • Shaping the Future

Atlanta, Georgia
Atlanta Marriott Buckhead Hotel & Conference Center

Learn about best practices in work-based learning from across the country. Learn more and register at acteonline.org/wbl-conference.



In Partnership
With





Schedule at a Glance Draft

Wednesday, April 26, 2023

MST	
4:00 - 7:00 pm	Badge pick-up
4:30 - 6:30 pm	Pre-conference Welcome Reception
6:00 - 8:00 pm	ACTE WBL Division Policy Committee Meeting (by invite only)

Thursday, April 27, 2023

MST	
8:00 am	Registration opens/Breakfast
8:00 am - 3:00 pm	Exhibits open
8:30 - 8:50 am	Wake Up with Work-Based Learning
9:00 - 10:50 am	Welcome & Keynote Speaker
11:00 - 11:50 am	Concurrent session (1) - 6 options
12:00 - 12:55 pm	Lunch & Learn
1:00 - 1:50 pm	Concurrent session (2) - 6 options
1:50 - 2:05 pm	Thursday break & visit exhibitors
2:10 - 3:00 pm	Concurrent session (3) - 6 options
3:30 - 5:00 pm	ACTE WBL Regional Hospitality Rooms

Friday, April 28, 2023

MST	
7:30 - 8:30 am	Registration opens /rolls & coffee
8:00 am - 1:00 pm	Exhibits open
8:00 - 8:50 am	Concurrent session (4) - 6 options
8:50 - 9:10 am	Friday morning break & visit exhibitors
9:15 - 10:45 am	Roundtable presentations (select 3)
11:00 - 11:50 am	Concurrent session (5) - 6 options
12:00 - 12:50 pm	Lunch & ACTE WBL Awards Celebration & Business Meeting
1:00 - 1:50 pm	Concurrent session (6) - 6 options
2:00 - 2:30 pm	Closing Session + door prizes