

Request for Approval of Out of State travel

1. **2022 COABE National Conference, 04-10-22 – 04-13-22, Seattle, WA**
 - a. Six AE employees
 - b. Conference fee – We have credit for the 2020 COABE conference, that was canceled. Therefore this year fees have already been paid.
 - c. Travel/Mileage fees = (approximately) \$4000.00 (We have credit still with Southwest airlines, so we will use it and then have to pay the difference if there is a difference)
 - d. Hotel rooms = (approximately) \$5500.00
 - e. Total Conference fee (approximately) = \$9500.00

2. I have budgeted appropriately in 2021-2022 budget for **Professional Development money** from the 2021-2022 grant that will cover the expenses.