



To: Dr. Hagen and the Central Nine Governing Board
From: Pam Ribelin Project Lead the Way Instructor
Date: May 5, 2011
Re: Approval for out of state travel

I would like to request approval for out of state travel to attend Project Lead the Way training at the Missouri University of Science and Technology. This training is required for me to teach class three, Biomedical Innovation. The class will begin on July 5, 2011 and end on July 15, 2011.

All costs associated with this conference are estimated as follows:

Conference Registration Fee:	\$2,300.00
Hotel Lodging Fee:	\$826.65 (July 4 th check in July 15 th check out)
Staff Meal:	\$180.00 (2 dinners, all lunches and breakfast included)
Teacher Stipend:	\$1000.00 (10 days of training)
<u>Mileage</u>	<u>\$371.00 (728 miles x \$0.51)</u>

Total \$4,747.65

Thank you for your consideration.

