



To: Dr. Steve Hagen and the Central Nine Governing Board
From: Tom Jacobs, Master Teacher
Date: May 6, 2013
Re: Approval for out-of-state travel

This is a request for approval for out-of-state travel (funded through Perkins Grant as Professional Development) for four teachers and one administrator to attend the SPN Model Schools Conference in Washington D.C. June 30th through July 3rd 2013.

All costs associated with this conference are estimated as follows:

Conference Registration Fee:	\$2,650.00
Hotel Lodging Fee:	\$1,635.17
Airline Tickets:	\$1,885.95
Shuttle Services:	\$400.00
Staff Meals:	\$800.00 (\$32.00/day/staff)
<u>Teacher Stipends:</u>	<u>\$1,500.00</u>
Total	\$8,871.12

Thank you for your consideration.