



**To:** Dr. Steve Hagen and the Central Nine Governing Board  
**From:** Tom Jacobs, Master Teacher  
**Date:** March 21, 2013  
**Re:** Approval for out-of-state travel

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This is a request for approval for out-of-state travel (funded through Perkins Grant as Professional Development) for five teachers and one administrator to attend the SREB's 27<sup>th</sup> Annual HSTW Staff Development Conference that will be held in Charlotte, NC, July 17-20, 2013.

All costs associated with this conference are estimated as follows:

Conference Registration Fee:	\$1,500.00
Hotel Lodging Fee:	\$1,490.40
Airline Tickets:	\$2,341.80
Shuttle Services:	\$400.00
Staff Meals:	\$768.00 (\$32.00/day/staff)
<u>Teacher Stipends:</u>	<u>\$1,600.00</u>
Total	\$8,100.20

Thank you for your consideration.