

Request for Approval of Out of State travel to two Adult Education conferences.

1. **2018 COABE (Coalition on Adult Basic Education) Capitol Hill Day** 09/26/18 – 09/28/18, Washington DC.
 - a. Michelle Davis - Director of Adult Education
 - b. COABE is paying all expenses.

2. **2018 AAACE (American Association Adult and Continuing Education) National Conference** 10-01-18 – 10-05-18, Myrtle Beach, South Carolina.
 - a. Michelle Davis – Director of Adult Education
 - b. Conference fee = \$535.00
 - c. Hotel Fees = approximately \$775.00
 - d. Travel/Mileage fees = approximately \$400.00
 - e. Total Conference fee (approximately) \$1710.00

I have budgeted appropriately in 2018-19 budget for **Professional Development money** from the 2018-19 Grant that will cover the expenses.