

Request for Approval of Out of State travel – Revision 2

1. **2019 Louisville Citizenship Education Teacher Training** 07-17-19, Louisville, KY
 - a. Julie Ramirez – IELCE Instructor
 - b. Megan Powell – ELL Instructional aide
 - c. Ruth Olson – Adult Basic Education Coordinator
 - d. Gloria Hubbuch – Professional Development facilitator for ELL
 - e. Conference fee – free
 - f. Travel/Mileage fees (approximately)- \$120.00
 - g. Total Conference fee (approximately) = \$120.00
2. **Michigan IELCE/IET Summit** 08-14-19, Lansing, MI (**Presenting**)
 - a. Carol Bible – IET Lead Instructor
 - b. Julie Ramirez – IELCE Instructor
 - c. Michelle Davis – Director of Adult Education
 - d. Conference fee – free
 - e. Hotel fees(approximately) - \$240.00
 - f. Travel/Mileage fees(approximately) - \$310.00
 - g. Total Conference fee (approximately) - \$550.00
3. **2019 ProLiteracy National Conference** 09-25-19 – 09-28-19, San Diego, California.
 - a. Michelle Davis – Director of Adult Education
 - b. Conference fee - \$375.00
 - c. Hotel Fees (approximately) - \$644.00
 - d. Travel/Mileage fees (approximately)- \$600.00
 - e. Total Conference fee (approximately)- \$1619.00
4. I have budgeted appropriately in 2019-20 budget for **Professional Development money** from the 2019-20 grant that will cover the expenses.