

### Request for Approval of Out of State travel

1. **2020 COABE National Conference, 05-05-20 – 05-08-20**, Baltimore MD
  - a. Seven AE employees
  - b. Conference fee – \$4025.00
  - c. Travel/Mileage fees = (approximately) \$4000.00
  - d. Hotel rooms = (approximately) \$2400.00
  - e. Total Conference fee (approximately) = \$10,425.00
  
2. I have budgeted appropriately in 2019-20 budget for **Professional Development money** from the 2019-20 grant that will cover the expenses. All attendees applied for a mini grant from COABE to help defer costs. The mini grants have not been awarded yet.