



## Request for Approval of Out of State/Overnight Travel

<b>Type of Travel</b>	Out of State and Overnight Travel
<b>Program</b>	ACTE Conference
<b>Instructor(s)</b>	6 Staff Members
<b>Event</b>	Annual National Conference
<b>Location</b>	Phoenix, Arizona
<b>Dates</b>	November 28-December 2, 2023
<b>Rationale</b>	Students who took top honors at the State Skills USA competition will move on to Nationals to compete.
<b>Cost</b>	
<b>Registration</b>	\$2370 (Super Early Bird for Members)
<b>Transportation</b>	\$2,100.00 Flight and \$200.00 for Shuttle Service
<b>Lodging</b>	\$4,800.00
<b>Parking</b>	n/a
<b>Meals</b>	\$1,800.00 (\$60 per day per person)
<b>Total Cost</b>	\$11,470.00