

Request for Approval of Out of State travel to Coalition OF Adult Basic Education Conference

1. **2024 COABE National Conference, 03-17-2024 – 03-20-2024**, Nashville TN
 - a. Six AE employees
 - b. Conference fee – \$650.00 per person x 6 = \$3900.00
 - c. Travel/Mileage fees = (approximately) \$1000.00
 - d. Hotel rooms = (approximately) \$4500.00
 - e. Total Conference fee (approximately) = \$9800.00

2. I have budgeted appropriately in 2023-24 budget for **Professional Development money** from the 2023-2024 grant that will cover the expenses.