

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

### 1. 2025 COABE National Conference, 03-29-2025 – 04-02-2025, Dallas Texas

- a. Three AE employees: Alisha Jongeling, Gayle Brooks, Corey Kennedy
- b. Conference fee – \$650.00 per person x 3 = \$1950.00
- c. Travel/Mileage fees = (approximately) \$1800.00
- d. Hotel rooms = (approximately) \$3200.00
- e. Total Conference fee (approximately) = \$6950.00

2. I have budgeted appropriately in 2024-25 budget for Professional Development money from the grant funds will cover the expenses.