



Request for Approval of Out of State/Overnight Travel

Type of Travel	Out of State and Overnight Travel
Program	Director
Instructor(s)	William Kovach
Event	Kalamazoo Career Center Visit/Tour
Location	Kalamazoo, MI
Dates	06/03/2026 - 06/04/2026
Rationale	Kalamazoo has recently built a brand new career center. They are hosting an informational session on how they obtained funding, the process for building the center, and offering tours.

Instructor Cost	
Funding Source	Corporate
Registration	0
Transportation	\$292 mileage
Lodging	\$150
Parking	0
Meals	\$120

Total Cost	\$562
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