

**Request for Approval of Out of State travel to HSET Roadshow Conference**

1. **2026 HSET roadshow in Wojcik Conference Center, Chicago Illinois, October 7-9, 2026**
  - a. Two AE employees ( Jill Jongeling, Elizabeth Melton)
  - b. Conference fee – \$195.00 + tax & fees per person x 2 = \$390.00 + tax and fees
  - c. Travel/Mileage fees = (approximately) \$335.00
  - d. Hotel rooms = (approximately) \$570.00 + taxes and fees
  - e. Total Conference fee (approximately) = \$1295.00
  
2. I have budgeted appropriately in 2026-27 budget for **Professional Development money** from the grant that will cover the expenses.