LINCOLNWOOD 74

STAFF
Pre-Approval for Conference/Meeting (Overnight)

Employee: Dr. Dominick Lupo

Position: Asst Supt for Curriculum & Instrc

Conference/Mtg.: IATD (Title I) Fall Conference

Location: Springfield IL

Conference/Mtg. Dates (from): 09/13/26 (to): 09/15/26

Dates absent from work (from): 09/14/26 (to): 09/15/26

TRAVEL

Maximum ESTIMATES of expenses for which employee will request reimbursement:

- Plane, bus, or train fare
- Special fares for bus and taxi
- Auto mileage: 366.000 Miles x rate: $ 0.725 = 265.35
  (calculate from District address starting point)
  2026 Rate: 0.725 (http://www.irs.gov/)
- Parking: 0.000 Day(s) x rate: 0.000 = 0.00

LODGING

Submit estimated rates or receipt/confirmation for hotel or motel bill 381.80

MEAL & INCIDENTAL EXPENSES - Per Diem (For rates, visit: www.gsa.gov/)
Includes tips and gratuities (Servers, Bellhops, etc.)

- Maximum (per GSA) per day is authorized for meals and incidentals 170.00

REGISTRATION FEES

Registration Fee 125.00

MISCELLANEOUS CONFERENCE EXPENSES. PLEASE ITEMIZE:

Budget Code: 10.0.2210.312.00.0000.00

Total Estimate of Expenses: $942.15

Principal/Administrator Approved: Date:

Superintendent or Designee Approved: Date: 6/3/26

Upon approval of the conference, it is the staff member's responsibility to officially register for the event using the Building Principal's p-card.

Please submit **TWO** copies.
One will be returned and should be resubmitted when actual conference expenses have been finalized.
ALSO, please attach a brief summary about the purpose of attending this conference/meeting and how it will enhance the educational environment for students.

Rev. 01/26