



Professional Development / Conference
Employee Travel Request Form

Building: Transportation

Name(s): 1. Joe Houglund 2. _____

3. Traci Cox 4. _____

5. _____ 6. _____

Event / Conference: STAI Conference

Travel Destination (City/State): FT Wayne

Date(s): Leave: 6-23 Return: 6-24

Registration Approximate Total Cost: \$ 500 / \$ 250 per person

Hotel Approximate Total Cost: \$ 308 / \$ 154 per person

Flight Approximate Total Cost: \$ _____ / \$ _____ per person

Car Rental Approximate Cost: \$ 0 (we request to take FCSC mini van _____)

Pre-Travel Approval Signatures

Principal: _____ Date: _____

Superintendent:  _____ Date: 3/24/26

FCS Board of School Trustees:  _____ Date: 4/13/29