

To: Tabatha Dougherty - CEANCI System Director  
Shaista Saiyed - ISBE Principal Grant Consultant

From: TEACHER NAME – \_\_\_\_\_ Instructor – \_\_\_\_\_ High School

Re: Request for Out of State Travel for Professional Development

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Please issue approval to travel out of state for the \_\_\_\_\_.  
Details follow.

- PD/CONFERENCE Name:

*Example: 2024 NACAT (North American Council of Automotive Teachers) Instructor Training Conference – Conference Events held at 3 locations listed below (Transportation provided from lodging location, South Shore Harbour Resort, each day)*

South Shore Harbour Resort	Pasadena Convention Center	San Jacinto College
2500 South Shore Blvd	7902 Fairmount Pkwy	13735 Beamer Rd
League City, TX 77573	Pasadena, TX 77507	Houston, TX 77089

- Conference Dates:

*Example: Monday July 10, 2023 thru Thursday July 13, 2023*

- Detailed List of Anticipated Expenses:

*Example:*

Registration Fees	\$595
Lodging	\$841.85
Travel Cost (Fuel Expense)	\$500 (approx.)
Total Estimated Expenses	\$1936.85

- Links to Information about Conference

*Example:*

*Hosting Organization:*

[www.nacat.org/](http://www.nacat.org/)

*Schedule of events:*

[https://www.nacat.org/content.aspx?page\\_id=22&club\\_id=157551&module\\_id=563083](https://www.nacat.org/content.aspx?page_id=22&club_id=157551&module_id=563083)

- Connection to Classroom Curriculum

*Example:*

*Attendance at this annual conference allows access to information pertaining to maintaining National Program Certification. Technical training will be provided to attendees to maintain ASEEF (Automotive Service Excellence Education Foundation) certification for \_\_\_\_\_ High School's Automotive Technology program. Industry-valued technical skills and contacts for student experiences will be formed while attending this conference. Newest advances gained from this conference will be shared with other regional Automotive Technology teachers during semi-annual advisory committee meetings.*