

TERREBONNE

Parish School District

Mr. Bubba Orgeron, Superintendent
Terrebonne Parish School System

Dear Mr. Orgeron:

In accordance with policy FILE: F-11.2 of the *Terrebonne Parish School District Policy Manual*, I am requesting approval for _____, to attend the

(attachment).

The meeting will be _____.

The workshop will discuss _____

_____ (attachment).

The cost for the conference and travel will be paid by budgeted

Estimated expenses are:

| | |
|---------------------------------|--|
| Registration (workshop) | |
| Travel (airfare, mileage, etc.) | |
| Lodging (total for nights) | |
| Meals | |
| TOTAL ESTIMATE | |

Sincerely,
