Alaska Adult Education Out-of-State Travel Request

Request must be submitted at least 60 days prior to travel

Teacher's Name: _____

Adult Education Program: _____ Region: _____

Phone Number: _____ Email: _____

Projected Budget			
	Estimated Expenses	Other Funding	AAE Funding
Airfare			
Hotel			
Per Diem			
Transportation			
Registration			
Other			

☐ Hybrid option available

Conference:

☐ COABE Conference ☐ GED National Conference

☐ Pro-Literacy Conference ☐ TSOL International Convention

☐ Other:_____

Describe how this conference will assist you in your position.

Complete and submit the proposal form to one of the following:

1. Email: ak.adult.ed@alaska.gov cc (windy.swearingin@alaska.gov)
2. Fax: 907-465-4186
3. Mail:

   Alaska Department of Labor and Workforce Development
   AK Adult Education Office
   PO Box 115509
   Juneau, AK 99811-5509

Alaska Adult Education

State of Alaska Adult Education Program

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities

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