

## EXPENDITURE REQUEST

Please complete this form, sign, date and forward to the Department Head for approval, along with an attached page containing pictures or links of the exact items being requested.

Name of person expenditure requested for:

Jane M. Kuehne

FOP & Activity code to book expenditure to:

101-002-126-269-CNFRC

Description of expenditure:

Registration, flight, hotel, and if needed, rental care needed to attend and present at the National Field Experiences Conference, Greeley, CO

Preferred Vendor Name or URL for web site:

<https://www.unco.edu/cebs/national-field-experience-conference/>

IBN # or Item #:

See below.

Exact size or model # of expenditure item:

1 Registration for the conference, 1 round-trip flight to and from Denver, CO, 2-3 hotel nights, 1 car rental, if needed.

Quantity and Amount:

### ESTIMATES

|               |       |                        |        |
|---------------|-------|------------------------|--------|
| Registration  | \$245 | Total Estimated Costs: | \$1545 |
| Flight (est.) | \$700 |                        |        |
| Hotel (est.)  | \$350 |                        |        |
| Car (est.)    | \$250 |                        |        |

Justification of purchasing expenditure, nature of the essential need and how the item will benefit AU:

Presenting about our work at Auburn University in national venues is required part of my position at Auburn University. Presenting at conferences like these serve to enhance my reputation nationally, but also my department's, college's, and the university's name as a whole. In addition, as we are continuously seeking to enroll graduate students, these conferences help with recruitment of new students from across the country.

Additional Notes:

The attached acceptance email only has my name, but Macy Bell is the co-presenter. *I would like to use my P-Card to purchase registration, flights, and make hotel and (if needed) car reservation.* My RAT is forthcoming.

Signature: \_\_\_\_\_



Date: 2-8-2024

Department Head Approval: \_\_\_\_\_

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

**[EXT] National Field Experience Conference 2024 Acceptance**

Wagner, Kathleen <Kathleen.Wagner@enmu.edu>

Sat 1/13/2024 8:38 PM

To: Jane Kuehne <kuehnjm@auburn.edu>

Cc: Kim Creasy <kim.creasy@yahoo.com>

**CAUTION: Email Originated Outside of Auburn.**

Dear Jane,

Congratulations! I am pleased to inform you that your proposal was accepted! We look forward to your participation in the 2024 National Field Experience Conference held at the University of Northern Colorado in Greeley, Colorado, on March 18-19, 2024. Please let your co-presenters know about this good news if presenting with others.

To finalize your acceptance, please register for the conference at <https://www.unco.edu/cebs/national-field-experience-conference/registration.aspx>

Next, please indicate what type of device you will be bringing by completing this short survey: <https://forms.gle/iz6sT979xHJRCQJf8>

Finally, information regarding accommodations for the conference is available on our website: <https://www.unco.edu/cebs/national-field-experience-conference/accommodations.aspx>

Welcome to the NFEC family! We look forward to learning from you! 😊

Joyfully,  
Kathleen  
NFEC Proposal Committee Chair

**Dr. Kathleen Wagner**  
**Associate Professor of Secondary Education and Educational Studies**  
**College of Education and Technology**  
**Department of Educational Studies**



**Student Success**  
That's what we're about!

*Education is not preparation for life; education is life itself. John Dewey*

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