

## Addendum to Kyla Keefer's Travel Request

September 10, 2024

Julia Stepper, Katie Klaus, and Shari Conditt were previously approved to attend the National Council for Social Studies Annual Conference in Boston, Massachusetts in late November. Recently, Kyla Keefer submitted a travel request to join the rest of her team on this professional development learning opportunity.

Julia, Katie, and Shari learned that the flights they booked were changed by the airline and were no longer available, requiring them to shift those flights to a different day and time. In doing so, the cost of the flights decreased providing over \$400 in savings. This could also help offset the cost of Kyla Keefer's flight as the initial projected costs for her flight will now decrease, too. The account was given a credit for the difference in flight costs.

If you have any questions, Katie Klaus or Shari Conditt would be happy to further explain the flight credit and the impact on Kyla Keefer's request.

With gratitude,

The WHS Social Studies Team