



FINAL CONFERENCE EXPENDITURE REIMBURSEMENT FORM

 EMPLOYEE NAME

 SCHOOL

 TEACHING ASSIGNMENT

 CONFERENCE DATES

 NAME OF CONFERENCE

 CONFERENCE LOCATION

FINAL EXPENSES FOR REIMBURSEMENT

Included approved receiving copy of purchase order

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Included FINAL My Learning Plan approval

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Included all itemized original invoices/receipts

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Registration Fees (Include Certificate of Attendance *)

\$	-
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<u>Date(s)</u>	Day 1	Day 2	Day 3	Day 4	Day 5	Total
						0

Meals

Breakfast	\$10/day					\$ -
Lunch	\$20/day					\$ -
Dinner	\$30/day					\$ -
Total	\$60/day	\$ -	\$ -	\$ -	\$ -	\$ -

Lodging

					\$ -
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Transportation

					\$ -
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Tolls

					\$ -
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Mileage (see back for details)

Circle One: "Leaving from Home" "Leaving from School" "One way from Home" "One way from School"

Qualifying Mileage						-
Reimbursement Rate	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545	\$ 0.545
Total Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Other

					\$ -
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Total Reimbursement

\$	-
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*If a Certificate of Attendance is not available, I certify that I did attend the conference detailed on the attached My Learning Plan Approval Form

 EMPLOYEE SIGNATURE

 ACCOUNTING CLERK

 INTERNAL CLAIMS AUDITOR