



## 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 \_\_\_\_\_  
 Included FINAL My Learning Plan approval \_\_\_\_\_  
 Included all itemized original invoices/receipts \_\_\_\_\_

Registration Fees (Include Certificate of Attendance \*) \$ -

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

**Meals**

	Day 1	Day 2	Day 3	Day 4	Day 5	Total
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"

	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Qualifying Mileage						-
Reimbursement Rate	\$ 0.580	\$ 0.580	\$ 0.580	\$ 0.580	\$ 0.580	\$ 0.580
Total Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Other**

						\$ -
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**Total Reimbursement** \$ -

\*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