



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	\$ 0.67	\$ 0.67	\$ 0.67	\$ 0.67	\$ 0.67	\$ 0.67
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