

REQUEST TO ATTEND/REIMBURSEMENT FOR
PROFESSIONAL MEETINGS

NAME _____ DATE _____

I request permission to attend _____

to be held in _____ from _____
(Date)

to _____
(Date)

Estimated Expenses

*** Actual Expenses**

Registration Fees	_____	_____
Lodging	_____	_____
Meals	_____	_____
Mileage	_____	_____
Parking	_____	_____
	_____	_____
Total	_____	_____

*Please attach copy of all bills for expenses incurred.

Approved: _____
(Principal)

Approved: _____
(Superintendent)

Note: **Mileage: \$.535 per mile**
Meals: Reimbursed at IRS CONUS rate per "gsa.gov" website
Registration shall be on basis of membership. If employee attends who is not a member, any additional charge is the employee's responsibility.

Reimbursements Approved: _____
(Superintendent)