



TRAVEL & CONFERENCE EXPENSE FORM

Name: _____

Airport and departure date: _____

Airport and return date: _____

Was the Travel & Conference Request form completed and approved prior to travel?

Conference: _____

Conference Date(s): _____

Location: _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Total
DATES MUST BE LISTED							
<i>MEALS: List Restaurant name & amount</i>							
Breakfast Amount							
Restaurant:							
Lunch Amount							
Restaurant:							
Dinner Amount							
Restaurant:							
						Meals Sub-Total:	
<i>Airfare amounts</i>							
Airfare							
						Airfare Sub-Total:	
<i>Lodging: Include Hotel name and amount</i>							
Hotel Name							
Amount							
Registration							
						Lodging Sub-Total:	
<i>Transportation: Include a copy of Map Quest printout to substantiate the mileage. (if applicable).</i>							
Tax/Shuttle/Bus, incl. tip							
Mileage							
Tolls							
Parking							
						Transportation Sub-Total:	
<i>Car Rental: Include rental company & city of rental</i>							
Rental Company/City							
Amount							
						Car Rental Sub-Total:	
Special Notes:							

Please remember to ask for itemized receipts. Without an itemized receipt, you cannot request reimbursement.

The maximum reimbursable meal charges, including gratuities, for persons traveling for district-related purposes will not exceed the federal per diem daily rates.