

TEACHER REIMBURSEMENT VOUCHER FOR CONFERENCE OR WORKSHOP

Reimbursement will not exceed amount approved

This voucher is to be completed and returned to the Business Office within two weeks of your return from a conference/workshop in order to receive reimbursement. Remember, you may only receive up to \$450 at this time. (Substitute costs are \$100/day.)

Note: If you did not request the item on the original for approval, you may not ask for reimbursement as it was not approved.

NAME: _____ DATE: _____

CONFERENCE/WORKSHOP: _____

LOCATION: _____ DATES: _____

ORIGINAL RECEIPTS REQUIRED FOR COMPLETE REIMBURSEMENT

- | | | |
|----|--|----------|
| 1. | REGISTRATION | \$ _____ |
| 2. | LODGING | \$ _____ |
| 3. | MEALS | \$ _____ |
| | a. \$15 Lunch Limit; \$25 / day limit | |
| | b. no alcohol | |
| | (Receipt required) | |
| 4. | TRAVEL | \$ _____ |
| | Mileage x 55.5 cents _____ miles x amount | |
| | Commercial _____ | |
| 5. | PARKING EXPENSE | \$ _____ |
| | TOTAL | \$ _____ |
| | \$ 450 maximum | |

Attendee Signature / Date

Account Number

Director of Business Affairs / Date

Principal's Signature / Date

Principal has received verification
of attendance on _____
Date

Date Posted