

# Conference Reimbursement

To: Finance Department

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_

**Transportation: (Check One)** ..... \$ \_\_\_\_\_

(Note: Must be 50+ miles outside of the St. Louis area; driver only)

- Miles @ .58¢ per mile (Rented a car/on District Credit Card...this is for gas)
  - Set mileage for: Jefferson City, MO (270 miles, round-trip) - \$156.60; Columbia, MO (240 miles, round-trip) - \$139.20; Osage Beach/Lake of the Ozarks, MO (360 miles round-trip) - \$208.80; Kansas City, MO/KS (500 miles round-trip) - \$290.00.
- Round-trip coach airfare (**Submit Receipt**)

Per Day: \$75 per day max. to include meals, meal tips, cab fare, parking, luggage fees and taxes. Pro-rated for partial days: conference day = 3 meals, travel day = 1 meal (contingent on time of travel). No reimbursement for meals included in registration.

( ) days @ \$75 per day max (**Submit Receipts**) ..... \$ \_\_\_\_\_

Lodging (**Submit Receipt**) ..... \$ \_\_\_\_\_  
(including \$75.00 for hotel parking)

Other (**Submit Receipts**)..... \$ \_\_\_\_\_

\$ \_\_\_\_\_ **TOTAL**

## **Registration:**

- None
- Paid in advance
- To be reimbursed in full (**Submit Receipt**) ..... \$ \_\_\_\_\_ **TOTAL**

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Conference Attended: Total Expenses: \$ \_\_\_\_\_

Place of Conference: Total Allocated: \$ \_\_\_\_\_

Date(s) of Conference: Advance: \$ \_\_\_\_\_

Charge Conference To: To be Reimbursed: \$ \_\_\_\_\_  
(subtract 3 from 1 or 2, whichever is less)

Amount Returned To the District: \$ \_\_\_\_\_

**Submit ALL original receipts with the Conference Reimbursement Form within 30 days. Funds will be reimbursed for preapproved amounts only. No reimbursements will be given without original receipts.**