

HDTA

ITEMIZED EXPENSES FOR CONFERENCE ATTENDANCE

NAME OF MEMBER: _____ WORK SITE: _____

CONFERENCE TITLE: _____

LOCATION: _____

DATES OF ATTENDANCE: (from) _____ (to) _____

This expense report should be submitted within 30 days following your return. Breakfast may be claimed if travel time begins prior to 6:00 a.m. Lunch costs will not be reimbursed for ½ day conferences. Dinner may be claimed if travel time terminates after 7:00 p.m. Please forward this document and all receipts to Darren La Rue at Golden Valley High School.

DATES							TOTAL
Breakfast (maximum allowance \$25)**							
Lunch (maximum allowance \$30)**							
Dinner (maximum allowance \$40)**							
Mileage (in miles from home or work site whichever is less) 62.5 ¢/mile ;							
Portering (limited to \$1/bag or \$5/day)							
Conference Registration **							
Lodging - Daily ** (itemized invoice required)							
Parking Fees **							
Taxi Service **							
Airfare **							
Official Calls ** (person called)							
Other (Describe) **							

** Items starred above require original itemized receipts indicating proof of payment.

Subtotal-----
Less funds Advanced----

Total Due To/From-----
Employee

I certify that the above statement represents actual and necessary expenses connected with my trip.

Signature of Employee Requesting Reimbursement

Date Submitted

Signature of Principal or Department Head verifying member presentation at faculty or department meeting.