

**WOODLAND SCHOOL DISTRICT #50
Conference/Travel Reimbursement Form - FY20**

Read the following instructions before completing this form:

1. This form is to be used for all conference/workshop reimbursements and is due within ten (10) working days of the conference/workshop conclusion.
2. **Submitting:** Attach a Copy of the approved "*Pre-Approval of Conference/Workshop*" form and **All Original Itemized Receipts** to your supervisor's office. After approval, your expense reimbursement request will be forwarded to the Business Office for processing.
3. The District is not liable for costs not preapproved.

PAYEE: _____ BUILDING _____

CONFERENCE/WORKSHOP TITLE _____

LOCATION (CITY/STATE) _____

DATES OF CONFERENCE/WORKSHOP _____

Conference/Workshop Dates:		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Fees	Registration of Workshop/Conference Fees Paid By Staff Member Only						
Registration Fees	Proof of Payment Required						-
Total Fees							-
Meals	Original Itemized Receipts required						
One Day Conference	Lunch Rate - \$20.00						-
Multi-Day Conference	Meal Rate \$60.00 per Full Day						-
Total Meals							-
Travel/Lodging	Mileage is based on shortest distance to your event either from your school to event or if applicabe from your home to event						
Mileage(include GoogleMaps)	Based on 1/1/2019 IRS mileage rate of .58						-
Tolls/Parking	Original Itemized Receipts Required						-
Ground Travel: car,taxi,train	Original Itemized Receipts Required						-
Airfare	Itemized Receipts Required						-
Hotel	Itemized Receipts Required						-
Total Travel/Lodging							-
TOTAL EXPENSES:							-

TOTAL PREAPPROVED \$ _____
(From "Pre-Approval of Conference/workshop form")

Attendee Signature _____ Date _____

(Office Use Only)

APPROVED BY: _____
Supervisor _____ Date _____ Account Number (Workshop) _____

Associate Superintendent _____ Account Number (Meals & Travel) _____