

TUSSEY MOUNTAIN SCHOOL DISTRICT REIMBURSEMENT REQUEST FORM

Attendee Name Date Submitted

Workshop/Conference Title

Workshop/Conference Location Workshop Date(s)

PART A: PROJECTED EXPENDITURES
(To be submitted for Approval)

Estimated Total Miles: x /mile =

Lodging Rate \$ x Night(s) =
(Per Night)

MEALS
Breakfast/Lunch - \$5.00/Meal Allowance
Dinner - \$10.00/Meal Allowance

Total # of Breakfast(s)	<input style="width: 40px;" type="text"/>	Estimated Cost \$	<input style="width: 60px;" type="text"/>
Total # of Lunch(es)	<input style="width: 40px;" type="text"/>	Estimated Cost \$	<input style="width: 60px;" type="text"/>
Total # of Dinner(s)	<input style="width: 40px;" type="text"/>	Estimated Cost \$	<input style="width: 60px;" type="text"/>

Retistration Fee : \$

Substitute at \$78/Day x Day(s) = \$

Tool Road Fees: \$
(Estimated)

Misc. Expenses: (Explain) _____
Estimated \$

Estimated **TOTAL** Cost: \$

Additional Comments: _____

PART B: ACTUAL EXPENDITURES
(Receipts **MUST** be attached)

Actual Total Miles: x /mile =

Lodging Rate \$ x Night(s) =
(Per Night)

MEALS (Include ALL Receipts)
Breakfast/Lunch - \$5.00/Meal Allowance
Dinner - \$10.00/Meal Allowance

Total # of Breakfast(s)	<input style="width: 40px;" type="text"/>	Actual Cost \$	<input style="width: 60px;" type="text"/>
Total # of Lunch(es)	<input style="width: 40px;" type="text"/>	Actual Cost \$	<input style="width: 60px;" type="text"/>
Total # of Dinner(s)	<input style="width: 40px;" type="text"/>	Actual Cost \$	<input style="width: 60px;" type="text"/>

Registration Fee: Pre-Paid by District
(No Reimbursement Due)
\$ Paid by Employee
(Proof of Payment Attached) (Reimbursement Due)

Substitute at \$78/Day x Day(s) = \$

Tool Road Fees: \$
(Actual - Receipts Required)

Misc. Expenses (Poof of Payment Required Where Applicable)
Actual \$

Actual **TOTAL** Cost : \$

Minus Amount Advanced: \$

TOTAL REIMBURSEMENT: \$

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Request was board approved on (date)