



CONFERENCE EXPENSE REPORT

Name: _____ Conference Title: _____

ACTUAL COST DETAIL

Only actual **itemized** LODGING, MEALS, TRANSPORTATION, AND MISCELLANEOUS receipts can be submitted for reimbursement. Sales tax is **NOT** reimbursable unless on a meals receipt. Providing the WUS tax exempt information to hotels, in advance, will eliminate sales taxes on room expenses.

EXPENSES	DESCRIPTION	COST
Lodging		\$
		\$
Meals		\$
		\$
		\$
		\$
		\$
Transportation		\$
		\$
Miscellaneous		\$
		\$
		\$
Total Travel Expenses:		\$

Employee's Signature Date

Supervisor's Signature Date

To be completed by Supervising Administrator:

Account # to charge: _____ Account # Name _____

ATTACH ITEMIZED RECEIPTS (No Receipts = No Payment)

Relevant Board of Education Policies in regards to travel and reimbursement rates:

- Board Policy # 6550 Travel Payment & Reimbursement
- Board Policy # 0175.1 School Board Conferences, Conventions, and Workshops
- Administrative Guideline # 3440A Job-related Expenses
- Administrative Guideline # 4440A Job-related Expenses