



# CONFERENCE TRAVEL REIMBURSEMENT FORM

(Sign and submit after conference)

**Effective 1/1/2017**

To obtain your mileage and meal per diem reimbursement, complete this form, sign and date after the event verifying your attendance, attach form along with your hotel folio to the Purchase Order and send to Accounts Payable. (NOTE: Hotel lodging can still be paid in advance; however, hotel folio must be attached to the PO listed below.) All reimbursements are paid at the IRS rates

**I certify my attendance to the PO # \_\_\_\_\_ conference as stated in the attached and am requesting reimbursement for the following:**

**MILEAGE:** Number of Miles \_\_\_\_\_ @ 54 cents per mile (copy of map attached) **Mileage Total \$** \_\_\_\_\_

**MEALS:** Record meals not provided by conference. Input date and select the appropriate county where conference was held from the dropdown, if not listed select "Other"

Breakfast - if travel begins on or before 7:00 am

Lunch - if travel begins on or before 11:00 am, or ends on or after 11:00 am

Dinner - if travel begins on or before 7:00 pm, or ends on or after 7:00 pm.

Date	Breakfast	Lunch	Dinner
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**OTHER:** Other travel related expenses (must provide original receipt or included on Folio)

Description (list all other expenses)	Total Cost
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**TOTAL REIMBURSEMENT \$** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

NOTE: Board approval is required for all out-of-state conferences for attendees seeking reimbursement.