

MINISINK VALLEY CENTRAL SCHOOL CONFERENCE REQUEST/TRAVEL EXPENSE VOUCHER

for office use only

1. Fill in all spaces in **Section A** (estimated expenses) of this form . Complete the Conference Registration form for the conference you are requesting to attend. Submit both forms to the building principal/supervisor for approval. The building principal/supervisor will submit them to Central Office for final approval. Upon approval, Central Office will complete the conference registration.
2. A purple copy of this form, along with a conference summary form, will be returned to you with approval. (Be sure to arrange for a substitute for the day of the conference.) **After you have attended the conference**, fill in all spaces in **Section B** (actual expenses) and submit these forms (**within 30 days of the conference**) to the building principal/supervisor to be processed for payment. **(Be sure to attach all receipts.)**

SECTION A-ESTIMATED EXPENSES-
FILL OUT AND SUBMIT FOR APPROVAL AT LEAST TWO WEEKS PRIOR TO CONFERENCE

NAME _____ CONFERENCE DATE _____

CONFERENCE TITLE _____ DESTINATION _____

PURPOSE _____

PUBLIC TRANSPORTATION – (SPECIFY) _____ TOTAL CHARGED _____

PRIVATE TRANSPORTATION – FROM _____ TO _____ MILES _____

FROM _____ TO _____ MILES _____ TOTAL MILES _____ @ \$ _____

TOLLS/PARKING \$ _____

TOTAL TRANSPORTATION \$ _____

OTHER EXPENSES -

REGISTRATION FEE _____ OR PO # _____ / LODGING \$ _____ OR PO # _____

MEALS \$ _____ (Breakfast and lunch are reimbursed on non-school days only. Dinner is reimbursed when conferences extend into the evening. B=\$5.00, L=\$7.50, D=\$10.00)

OTHER (SPECIFY) _____

TOTAL OTHER EXPENSES \$ _____

GRAND TOTAL ESTIMATED EXPENSES \$ _____

EMPLOYEE SIGNATURE _____ DATE _____

PRINCIPAL/SUPERVISOR SIGNATURE _____ DATE _____

CENTRAL OFFICE SIGNATURE _____ CODE _____ DATE _____

STOP! – SECTION B – ACTUAL EXPENSES – TO BE FILLED OUT AFTER THE CONFERENCE

PUBLIC TRANSPORTATION – (SPECIFY) _____ TOTAL CHARGED _____

PRIVATE TRANSPORTATION – FROM _____ TO _____ MILES _____

FROM _____ TO _____ MILES _____ TOTAL MILES _____ @ \$ _____

(ATTACH RECEIPTS) TOLLS/PARKING \$ _____

TOTAL TRANSPORTATION \$ _____

OTHER EXPENSES -

REGISTRATION FEE _____ OR PO # _____ / LODGING \$ _____ OR PO # _____

MEALS \$ _____ / OTHER (SPECIFY) _____ (receipts for meals/tolls/other attached)

(ATTACH RECEIPTS) **TOTAL OTHER EXPENSES \$ _____**

GRAND TOTAL ACTUAL EXPENSES \$ _____

SIGNATURE _____ DATE _____

PRINCIPAL/SUPERVISOR SIGNATURE _____ DATE _____

CENTRAL OFFICE SIGNATURE _____ DATE _____

PAYMENT APPROVAL _____ DATE _____