

PROFESSIONAL MEETING REIMBURSEMENT APPLICATION

EMPLOYEE SECTION

This application, with the required receipts attached, is to be submitted to the building administrator within ten (10) school days after an employee's return to work following his/her attendance at a professional meeting. The employee must complete lines 1. through 11. and, in addition, must complete the itemized transportation costs section on the reverse side. Also on the reverse side is additional information to aid in the completion of this form.

1. Name _____ Date Submitted _____

2. Building _____ Job Assignment _____
(High School, Elementary, Etc.) (Teacher, Prin., Custodial, Etc.)

3. Meeting _____

4. Location _____
(City) (State) (ZIP)

5. Date(s) in Attendance _____

Reimbursable Costs

6. Registration Fee..... \$ _____

7. Lodging \$ _____

8. Meals \$ _____

9. Transportation (Total from Itemized Section on Reverse Side) \$ _____

10. TOTAL..... \$ _____

11. Signature of Employee _____

BUILDING ADMINISTRATOR SECTION

This signature verifies that the employee was not at work on the meeting date(s).

Signature of Building Administrator

Date

TREASURER SECTION

Date Received by Treasurer's Office.

Note: Complete the Back of the Form

ADDITIONAL INFORMATION

The following clarifications are to aid in the completion of this form. Further questions may be directed to your building administrator.

RECEIPTS: The original receipts for the expenses listed in items 6. through 9. are to be attached to this form. However, if you wish to keep the original, bring it to the Treasurer's office, get it stamped, then attach a copy of the stamped original to this form.

ITEM 6. REGISTRATION FEE: List the approved registration fee for the meeting. If no official receipt is available, attach some verification such as ticket stub, meeting brochure, or other literature showing amount of registration fee.

ITEM 7. LODGING: Show the cost of your hotel or motel room. If you share a room with another meeting attendee, show your portion of the expense on the receipt. If your spouse attends, the lodging receipt must show the single rate you would have paid.

ITEM 8. MEALS: Show the total expense for up to three meals per day. No bar bills will be reimbursed. Tips may not be shown on receipts as separate entities. All available receipts must be attached. Attach a signed statement listing the amount and date for each meal not documented by a receipt.

ITEM 9. TRANSPORTATION: Give the total; however, you must show a breakdown of transportation expenses in the itemized transportation costs section below. You are to attach all available receipts for public transportation and for parking and turnpike fees. Mileage to and from the locale of the meeting is to be computed from and to the school.

ITEMIZED TRANSPORTATION COSTS SECTION

TRANSPORTATION TO AND FROM LOCALE OF MEETING. This section covers transportation costs between Lordstown and the city where the meeting is held. When an overnight stay is involved, it covers the costs between Lordstown and the place of lodging.

PUBLIC TRANSPORTATION Type (Bus, Train, Plane, Taxi, Etc.)

..... \$ _____
..... \$ _____
..... \$ _____

PRIVATE VEHICLE

Parking and Turnpike Fees \$ _____
Mileage _____ x .50 cents per mile..... \$ _____

TRANSPORTATION WITHIN LOCALE OF MEETING This section is generally used only when an overnight stay is involved and it covers transportation costs between the place of lodging and the meeting site.

PUBLIC TRANSPORTATION Type (Bus, Train, Plane, Taxi, Etc.)

..... \$ _____
..... \$ _____
..... \$ _____

PRIVATE VEHICLE

Parking and Turnpike Fees \$ _____
Mileage _____ x .50 cents per mile..... \$ _____

Total Cost \$ _____

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.