

Professional Meeting Request Form

Vendor # _____

P.O. # _____

GUIDELINES

1. This meeting form and purchase order requisition are to be submitted **two weeks** in advance unless initialed by Superintendent or designee.
2. The back of this form must be completed.
3. Attach purchase order requisition to meeting request form.
4. Original **itemized** receipts must be attached.
5. Tax is permitted on lodging only.
6. No allowance will be made for laundry, valet, cab, etc.
7. If travel is by auto, allowance is made for driver only. Mileage for driver of private car is allowable at prevailing rate. Mileage rate is established by the IRS Rate.
8. Food not included in conference registration is reimbursable up to \$30.00 per day unless **pre-approved** at higher rate. Tip may be reimbursed up to 15% of cost of meal. No tax will be reimbursed. Meal reimbursement for in-State travel will require an overnight stay.

PLEASE INDICATE: Professional Meeting Permission Only (no expenses) In-State Out-of-State

Name _____ Department _____

Meeting Title _____ Date(s) of Mtg. _____

Location of Meeting _____ Sponsoring Organization _____

ESTIMATED TRAVEL EXPENSES

ACTUAL TRAVEL EXPENSES

1. Air Fare \$ _____
 or Car ____ est. miles @ _____ \$ _____
IRS Rate

2. Registration (*Attach copy*) \$ _____

3. Meals ____ days up to \$30/day = \$ _____

4. Lodging \$ _____

5. Miscellaneous \$ _____

TOTAL ESTIMATED EXPENSES \$ _____

Funding Source _____

1. Air Fare \$ _____
 or Car ____ actual miles @ IRS Rate \$ _____

2. Registration (*Attach receipt*) \$ _____

3. Meals ____ days up to \$30/day = \$ _____
 (*Attach receipts*)

4. Lodging (*Attach receipt*) \$ _____

5. Miscellaneous (*Attach receipts*) \$ _____

TOTAL ACTUAL EXPENSES \$ _____

 Signature of Applicant Date
 Approved Not Approved

 Signature of Applicant Date
 Approved Not Approved

 Signature of Director Date
 Approved Not Approved

 Signature of Director Date
 Approved Not Approved

 Signature of Superintendent/Designee Date

 Signature of Superintendent/Designee Date

