BLADEN COUNTY SCHOOLS

FINAL REIMBURSEMENT REQUEST FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

All final reimbursements must be submitted to finance within 30 days after activity is complete. All May and June reimbursement requests must be submitted to finance no later than June 15 in order to be paid. Reimbursements submitted after June 15 will not be accepted for payment. We are not allowed to cross fiscal years for reimbursements. Hotel receipt must be submitted in order to receive travel reimbursement. Attach agenda, hotel receipt and any other receipts needed for reimbursement.

Employees ID

Name	Employee		nployee ID	
	Last	First MI		
Email Addr	ess:	School Assignment		
Title of Activity/Course/Workshop		VorkshopDa	Date(s) of Activity	
Location		Institution Offering Credit		
Type	In-State Details		Out	t-of-State
Breakfast	\$10.10	Leave before 6:00 a.m.		\$10.10
Lunch	\$13.30	Lunch allowed only when overnight stay is required		\$13.30
Dinner	\$23.10	Return after 8:00 p.m.		\$26.30
Lodging*	\$89.10	*Attendees must utilize conference preferred lodging and rates. If conference lodging is booked or unavailable, alternative lodging must have prior approval by the attendee's supervisor.		
Travel		\$0.70 per mile		
\$ Lodging \$ Meals \$ Travel		# Breakfast # Lunches Total Miles to and From	# Dinners	
\$ Other		Attach Documentation		
\$	Total I	Reimbursement		
Expense (Code:			
Departure	Date and Time	e:		
Return Da	te and Time:			
Signature of Employee:				
Signature of Program Administrator:			Date:	
Signature of Finance Officer:			Date:	