

## Conference Reimbursement

ALL ORIGINAL RECEIPTS, AS WELL AS A PRINTED CONFIRMATION OF  
Attendance from KickUp (confirm attendance and complete PD Survey with the code: F952VH),  
MUST BE TURNED IN WITHIN 15 DAYS OF ATTENDANCE FOR REIMBURSEMENT

To: Finance Department

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Principal/Supervisor/Coordinator Signature: \_\_\_\_\_

**No reimbursements will be given without original receipts.**

\$\_\_\_\_\_ Transportation (\_\_\_\_\_) Miles @ \$.70 or coach airfare (including baggage fees)(Only trips 50+ miles outside of the St. Louis area)

\$\_\_\_\_\_ Additional Transportation Expenses (Uber, Lyft, Rental Car, Parking)

\$\_\_\_\_\_ Lodging (Only trips 100+ miles outside the St. Louis area)

\$\_\_\_\_\_ Per day max allowance ( \_\_\_\_ days @ \$75, \_\_\_\_ days @ \$40)

*Include meals and meal tips for conferences outside the St. Louis area. Prorated for partial days: conference day = 3 meals, travel day = 1 meal (contingent on time of travel). Maximum cost for a single meal to be reimbursed is \$40. No reimbursement for meals included in registration. Submit ALL original receipts with Conference Reimbursement Form within 30 days. Funds will be reimbursed for pre-approved amounts only.*

\$\_\_\_\_\_ Registration fee

Conference Attended: \_\_\_\_\_

Place of Conference: \_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Charge to: \_\_\_\_\_

1. Total Expenses: \$ \_\_\_\_\_

2. Total Requested \$ \_\_\_\_\_

3. Advance \$ \_\_\_\_\_

4. To be Reimbursed \$ \_\_\_\_\_

5. Amount Returned  
to the District \$ \_\_\_\_\_