Lennox School District
Travel Conference Estimate Form

1. Complete form after conference has been Board approved.
2. Complete a **Travel Conference Reimbursement Estimate Form** for each attendee listed on the Board item.
3. **Travel Conference Reimbursement Estimate Form** must be signed by the attendee and direct supervisor.
4. Submit the completed, signed form to the Clerk/Secretary who will submit a **BEST Purchase Requisition** (XREQ).
5. Once the **XREQ** is converted into a **Purchase Order**, it will emailed to the Clerk/Secretary
6. Complete and submit the **Final Conference Reimbursement Form** post-conference to get reimbursed.

Conference Attendee Information	
Legal Name	
Street Address	
City, State & Zip	
Phone	
Email	
Conference Name and Board Approval	
Name of Conference	
Board Approval Date & Item #	
Estimated Conference Cost	
Airfare	
Luggage	
Car Rental/Taxi/Shuttle/Metro/Gas	
Mileage ($.76/mi)	
Parking/Long Term Parking	
Toll Fees	
Internet	
Lodging & Tax	
Meals ($50/Day)	
Total Estimated Reimbursement	$ 0.00
Signatures	
Attendee Signature	
Administrator/Supervisor Signature	

Reset

Please contact the Accounts Payable Department if you have any questions