Ringgold School District
400 Main St
New Eagle, PA 15067

SUMMARY OF ACTUAL EXPENSES FOR CONFERENCE/EVENT

Name and Title of Person Attending _____
Name of Activity _____
Place of Activity _____
Date(s) of Activity _____

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	TOTAL
Date								
Conference or Registration Fee Paid, if by Employee (attach proof of paymt/receipt)								**$**
Calculate Travel/Miles: $0.76 current IRS mileage rate* X _____ miles / one way or _____ miles / round, if appl.								**$**
Lodging Paid by Employee (attach proof of pymt/receipt)								**$**
Meals (MUST attach receipts): Breakfast, Up to $7.00 max.*								**$**
Lunch, Up to $10.00 max.*								**$**
Dinner, Up to $24.00 max.* *(reimb. only actual amt. paid)*								**$**
Parking / Toll (MUST attach receipts and/or EZ Pass report)								**$**
Other								**$**
GRAND TOTAL OF REIMBURSEMENT								**$**

All Signatures Required prior to Reimbursement:
Employee Signature _____
Calculated by _____
Approved by _____ (Principal/Supervisor/Dept Director)
Account/Budget Code _____
Director of Operations and Finance _____
Superintendent _____

Note: Original receipts and SIGNED, APPROVED Request to Attend Conference/Seminar/Activity must be attached before reimbursement is issued. Provide proof of attendance and proof of costs paid.

****The IRS Mileage rate for travel for the 2026 calendar year is $0.76 per mile.***