



Request for Professional Meeting Attendance

Complete before meeting. Please submit to your immediate supervisor at least 10 days prior to meeting date. Upon approval, the form will be returned to you for completion of the Reimbursement Expense Statement section.

Purchase Order No. _____

Staff Member _____ Date _____

Title of Meeting _____

Nature/Purpose of Meeting _____

Meeting Location _____

Date(s) of Authorized Attendance _____

Requested Expenses

Registration _____ Lodging _____

Travel _____ Meals _____
(airfare, taxi, car rental, shuttle parking, etc.)

Total Requested **\$ 0.00**

Any mileage should be submitted on a monthly mileage form.

Supervisor _____ Date _____

Division Head/ESC Agent _____ Date _____

Reimbursement Expense Statement

Complete this section after meeting. Itemized receipts should be attached for lodging, registration, and travel expenses. Any mileage should be on a monthly mileage form.

Allowable per diem*

- Overnight travel: meals reimbursed at a maximum of \$80/day. Please see Professional Development Guidelines.
- First and last travel days up to a maximum of \$60/day.
- Local meetings (no overnight stay): lunch reimbursed up to \$22.

	Actual Expenses Incurred	Reimbursable Expenses	Amount Not Reimbursed**
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals	_____	_____	_____
Air Fare	_____	_____	_____
Other (taxi, car service, car rental, etc)	_____	_____	_____
Grand Total	\$ 0.00	\$ 0.00	\$ 0.00

Staff Member Signature _____ Date _____

Division Head/ESC Agent _____ Date _____

*Employees shall not be reimbursed for meals purchased independently when the same meals are provided as part of a conference.

**Expenses that may be submitted to the IRS for tax purposes.