

OTTAWA ELEMENTARY SCHOOLS  
320 W Main Street-Ottawa, Illinois 61350

**EXPENSE STATEMENT AND CLAIM**

Name \_\_\_\_\_ Meeting Date(s) \_\_\_\_\_

Purpose \_\_\_\_\_ Destination \_\_\_\_\_

Expenses:

Transportation – ***Itemized Receipts must be provided.***

Auto Rental: (not to exceed \$100 per day) \_\_\_\_\_

Parking: (applicable conference rate or amount not to exceed \$75 per day) - \_\_\_\_\_

Tolls: (applicable toll rates to and from destination) \_\_\_\_\_

\_\_\_\_\_ Miles x . \_\_\_\_\_ **mile** (IRS reimbursable rate) \_\_\_\_\_

Mileage is calculated from your work address to the Workshop/Conference location.

List total miles (round trip). The mileage rate is subject to change based on the IRS standard mileage rate.

Air-Fare Coach (Average coach rate between destinations) \_\_\_\_\_

Local Travel (Cabs, bus)-(Not to exceed \$50 per trip, personal travel not reimbursable) \_\_\_\_\_

Food -***Itemized Receipts must be provided.***

\_\_\_\_\_ Breakfast \$10.50 Max. \_\_\_\_\_

\_\_\_\_\_ Lunch \$13.75 Max. \_\_\_\_\_

\_\_\_\_\_ Dinner \$23.50 Max. \_\_\_\_\_

\_\_\_\_\_ Conference Meal (at Applicable conference rate) \_\_\_\_\_

The cost of conference banquet, luncheon, and breakfast tickets may be claimed at full rate if purchased and receipted. You may be reimbursed up to the total dollar amount for all eligible meals added together.

Registration –***Itemized Receipts must be provided.***

\_\_\_\_\_ People @ Applicable conference rate \_\_\_\_\_

Lodging –***Itemized Receipts must be provided.***

\_\_\_\_\_ Night(s) @ Applicable conference rate or an amount not to exceed \$200 per night \_\_\_\_\_

Miscellaneous –***Itemized Receipts must be provided.***

(Not to exceed \$100: Personal Miscellaneous items are not reimbursable)

(List) \_\_\_\_\_

TOTAL CLAIMED \$ \_\_\_\_\_

\*\*\*\*\***For Business Office Use Only**\*\*\*\*\*

AMOUNT APPROVED\$ \_\_\_\_\_

Expenses to be charged to Account #:

\_\_\_\_\_ 1-2213-332-9/Staff Development \_\_\_\_\_ 1-1250-332-9/Title I \_\_\_\_\_ 1-2210-332-9/Title II

\_\_\_\_\_ 1-2224-332-9/Technology \_\_\_\_\_ 1-1225-332-5/Hearing Imp \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ 1-2140-332-5-9Special Ed \_\_\_\_\_ 1-2113-332-5/SSW

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to Mr. Threadgill**  
**Email Alison Cresto a Conference Summary**

FIRST READING: February 21, 2017

SECOND READING: March 14, 2017

APPROVAL: March 14, 2017