

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