

# PROFESSIONAL MEETING REQUEST / REIMBURSEMENT FORM

Date of Request \_\_\_\_\_

**MEETING REQUEST SECTION** (Submit to Superintendent's office for approval)

MEETING: \_\_\_\_\_

LOCATION/ DATE/ TIME: \_\_\_\_\_

PURPOSE FOR ATTENDING: \_\_\_\_\_

MEMBER OF ORGANIZATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

*ESTIMATE EXPENSES BELOW*

Travel _____ miles x \$.555 =	\$ _____
Lodging _____ night(s) total \$75.00 Per Night	\$ _____
Dinner Day 1 \$20.00(Overnight only)	\$ _____
Breakfast \$10.00/Lunch \$15.00 Day 2	\$ _____
Registration/fees/tickets	\$ _____
Miscellaneous expenses	\$ _____
<b>TOTAL ESTIMATE</b>	<b>\$ _____</b>

**Account Code / Funding for payment:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TREASURER SIGNATURE**

\_\_\_\_\_ Board of Education expenditure

\_\_\_\_\_ Athletic Department expenditure

\_\_\_\_\_ Other \_\_\_\_\_

SUBSTITUTE NEEDED: \_\_\_ YES \_\_\_ NO

**Approved by Superintendent**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Principal's Signature

Date approved: \_\_\_\_\_

\_\_\_\_\_  
**Curriculum Director/Grant Coordinator/Athletic Director (If Necessary)**



**REIMBURSEMENT SECTION** (Submit to Treasurer's office following meeting for payment)

Mileage schedule (per contract)

Akron	110	Chicago	754	Dayton	350	Wheeling	96
Athens	236	Cincinnati	434	Marietta	170	Zanesville	122
Cambridge	74	Cleveland	176	Newark	146	List actual mileage below if	
Canton	72	Columbus	214	Steubenville	96	location of meeting is not on this	
						schedule.	

\*PLEASE ATTACH RECEIPTS FOR Lodging, Parking, Meals, Registration, or any Miscellaneous item requested for reimbursement. If expenses are for more than one person, indicate here: \_\_\_\_\_

Mileage _____ x \$.555 (see schedule)	\$ _____
Lodging _____ night(s) \$75 Per Night	\$ _____
Dinner Day 1 \$20.00 (Overnight)	\$ _____
Breakfast \$10.00 /Lunch \$15.00 Day 2	\$ _____
<b>(Exclude: tips, alcohol)</b>	
Registration/fees/tickets	\$ _____
Miscellaneous expenses _____	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>

**ATTACH RECEIPTS  
▶ HERE**

\_\_\_\_\_  
Applicant's Signature

PO# \_\_\_\_\_