

# CONFERENCE FORM

NAME:				DATE OF CONFERENCE:							
CONFERENCE TITLE:				LOCATION:							
OTHER ATTENDEES:											
BUDGET CODE: <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u>											
BUDGET CODE: <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u> <u>   </u>											
<b>REGISTRATION</b>				<b>AIRFARE</b>							
Company Name:				Company Name:							
Did you register?		YES	NO	Did you book flight?		YES	NO				
Does company take a PO?		YES	NO	Employee Credit Card?		YES	NO				
(If YES- attach PO requisition)				District Credit Card?		YES	NO				
Req #		PO #		(Attach Flight Information and Price)							
(If NO, how will it be paid?)				Estimate Cost:							
Employee Paid?		YES	NO	Actual Cost:							
District Credit Card?		YES	NO								
(Attach Registration Form)				<b>LODGING</b>							
Estimate Cost:				Company Name:							
Actual Cost:				Did you book hotel?		YES	NO				
				Does company take a PO?		YES	NO				
(If YES- attach PO requisition)				Req #		PO #					
(Attach Car Rental Information/price)				(If NO, how will it be paid?)							
Employee Paid?		YES	NO	Employee Paid?		YES	NO				
District Credit Card?		YES	NO	District Credit Card?		YES	NO				
(Attach Car Rental Information/price)				(Attach hotel reservation information/price)							
Estimate Cost:				Estimate Cost:							
Actual Cost:				Actual Cost:							
<b>PARKING</b>				<b>OTHER EXPENSES</b>							
(Attach original receipts after conference)				(Attach original receipts after conference)							
Estimate Parking Cost:				Estimate Cost:							
Actual Parking Cost:											
<b>MEALS</b>				<b>MILES</b>							
(If not included in conference)											
BREAKFAST:       X \$10.00 =								(Attach FROM/TO information)			
LUNCH:           X \$10.00 =											
DINNER:         X \$20.00 =											
TOTAL MEAL COST:				ESTIMATE:           X \$.535 =							
ESTIMATE TOTAL CONFERENCE COST:				ACTUAL:             X \$.535 =							
<b>SIGNATURES &amp; DATE</b>				<b>DISTRICT USE ONLY</b>							
				VENDOR #							
				PAID/DATE:		PAID/DATE:		ACTUAL TOTAL CONFERENCE COST:			
				Employee:                                 Date:		PAID/DATE:					
Principal:                                 Date:											
Superintendent:                         Date:											