

## CONFERENCE FORM

NAME:				DATE OF CONFERENCE:			
CONFERENCE TITLE:				LOCATION:			
OTHER ATTENDEES:							
BUDGET CODE: _____							
BUDGET CODE: _____							
<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 & supporting documents)				District Credit Card?		YES	NO
Vendor #		(Attach Flight Information and Price)					
Req #	PO #						
(If NO, how will it be paid?)				Estimate Cost:			
Employee Paid?		YES	NO				
District Credit Card?		YES	NO	Actual Cost:			
(Attach Registration Form)				<b>LODGING</b>			
				Company Name:			
Estimate Cost:				Did you book hotel?		YES	NO
				Does company take a PO?		YES	NO
Actual Cost:				If YES- attach PO requisition-ROOM+TAX)			
<b>CAR RENTAL/TAXI/SHUTTLE</b>							
Company Name:				Req #		PO #	
Did you reserve a car?		YES	NO	(If NO, how will it be paid?)			
Employee Paid?		YES	NO	Employee Paid?		YES	NO
District Credit Card?		YES	NO	Mail check in advance? ( ATTACH PO REQ)		YES	NO
(Attach Car Rental Information/price)				(Attach hotel reservation information/price)			
Estimate Cost:				Estimate Cost:			
Actual Cost:				Actual Cost:			
<b>PARKING/TOLLS</b>				<b>OTHER EXPENSES</b>			
(Attach original receipts after conference)				(Attach original receipts after conference)			
Estimate Parking Cost:							
Actual Parking Cost:				Estimate Cost:			
<b>MEALS-Not Included in Conference</b>							
(Fill in estimate #'s before and actual #'s after)				Actual Cost:			
BREAKFAST:	X	\$11.00	=	<b>MILES</b>			
LUNCH:	X	\$12.00	=	(Attach FROM/TO information)			
DINNER:	X	\$23.00	=	ESTIMATE:		X \$.585 =	
TOTAL MEAL COST:				ACTUAL:		X \$.585 =	
ESTIMATE TOTAL CONFERENCE COST:				<b>DISTRICT USE ONLY</b>			
<b>SIGNATURES &amp; DATE</b>				EMPLOYEE ID #			
Employee:		Date:		PAID/DATE:			
Principal:		Date:		PAID/DATE:			
Superintendent:		Date:		<b>ACTUAL TOTAL CONFERENCE COST:</b>			