CONFERENCE FORM

NAME:	DATE OF CONFERENCE:
CONFERENCE TITLE:	LOCATION:
OTHER ATTENDEES:	
BUDGET CODE: _ _|_ _ _ _|_ _ _ _|_ _|_ _ _ _|_|_ _ _ _|_ _ _ _|_ _ _|_ _ _ _	
BUDGET CODE: _ _|_ _ _ _|_ _ _ _|_ _|_ _ _|_|_ _ _ _|_ _ _ _|_ _ _|_ _ _ _	

REGISTRATION			AIRFARE		
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 requsition & supporting documents)			District Credit Card?	YES	NO
Vendor #			(Attach Flight Information and Price)		
Req # PO #			Estimate Cost:		
(If NO, how will it be paid?)					
Employee Paid?	YES	NO			
District Credit Card?	YES	NO	Actual Cost:		
(Attach Registration Form)			LODGING		
			Company Name:		
Estimate Cost:			Did you book hotel?	YES	NO
			Does company take a PO?	YES	NO
Actual Cost:			If YES- attach PO requsition-ROOM+TAX)		
CAR RENTAL/TAXI/SHUTTLE					
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:		
PARKING/TOLLS			OTHER EXPENSES		
(Attach original receipts after conference)			(Attach original receipts after conference)		
Estimate Parking Cost:					
Actual Parking Cost:			Estimate Cost:		
MEALS-Not Included in Conference					
(Fill in estimate #'s before and actual #'s after)			Actual Cost:		
BREAKFAST: X $11.00 =			MILES		
LUNCH: X $12.00 =			(Attach FROM/TO information)		
DINNER: X $23.00 =			ESTIMATE: X $.655 =		
TOTAL MEAL COST:			ACTUAL: X $.655 =		
ESTIMATE TOTAL CONFERENCE COST:			DISTRICT USE ONLY		
			EMPLOYEE ID #		
SIGNATURES & DATE			PAID/DATE:		
Employee: Date:			PAID/DATE:		
Principal: Date:			ACTUAL TOTAL CONFERENCE COST:		
Superintendent: Date:					