

SAMPLE = BLUE

## CONFERENCE FORM

BEFORE  
CONFERENCE

|   |  |  |  |
|---|--|--|--|
| NAME: JOHN SMITH  |  | DATE OF CONFERENCE: MAR 19, 2019   |  |
| CONFERENCE TITLE: LEARN SOMETHING NEW   |  | LOCATION: ANYWHERE CA  |  |
| OTHER ATTENDEES: JANE DOE   |  |  |  |
| BUDGET CODE:  |  |  |  |
| BUDGET CODE: 12   1234   1234   12   123   1   1234   1234   123   1234                     |  |  |  |
| <b>REGISTRATION</b>   |  | <b>AIRFARE</b>   |  |
| Company Name: LEARN SOMETHING NEW INC   |  | Company Name: EXPEDIA  |  |
| Did you register? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO       |  | Did you book flight? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO         |  |
| Does company take a PO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |  | Employee Credit Card? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO        |  |
| * (If YES- attach PO requisition & supporting documents)                                    |  | District Credit Card? <input type="checkbox"/> YES <input type="checkbox"/> NO                   |  |
| Vendor #  |  | * (Attach Flight Information and Price)  |  |
| Req # PO #  |  | Estimate Cost: \$345.67  |  |
| (If NO, how will it be paid?)   |  | Actual Cost:   |  |
| Employee Paid? <input type="checkbox"/> YES <input type="checkbox"/> NO                     |  | <b>LODGING</b>   |  |
| District Credit Card? <input type="checkbox"/> YES <input type="checkbox"/> NO              |  | Company Name: MOTEL 6  |  |
| (Attach Registration Form)  |  | Did you book hotel? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO          |  |
| Estimate Cost: \$350.00 EACH  |  | Does company take a PO? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO      |  |
| Actual Cost:  |  | * If YES- attach PO requisition-ROOM+TAX)  |  |
| <b>CAR RENTAL/TAXI/SHUTTLE</b>  |  | Req # PO #   |  |
| Company Name: UBER  |  | (If NO, how will it be paid?)  |  |
| Did you reserve a car? <input type="checkbox"/> YES <input type="checkbox"/> NO             |  | Employee Paid? <input type="checkbox"/> YES <input type="checkbox"/> NO                          |  |
| Employee Paid? <input type="checkbox"/> YES <input type="checkbox"/> NO                     |  | Mail check in advance? ( ATTACH PO REQ) <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| District Credit Card? <input type="checkbox"/> YES <input type="checkbox"/> NO              |  | (Attach hotel reservation information/price)   |  |
| (Attach Car Rental Information/price)   |  | Estimate Cost: \$123.45  |  |
| Estimate Cost: \$50.00  |  | Actual Cost:   |  |
| Actual Cost:  |  | <b>OTHER EXPENSES</b>  |  |
| <b>PARKING/TOLLS</b>  |  | (Attach original receipts after conference)  |  |
| (Attach original receipts after conference)   |  | Estimate Cost: n/a   |  |
| Estimate Parking Cost: n/a  |  | Actual Cost:   |  |
| Actual Parking Cost:  |  | <b>MILES</b>   |  |
| <b>MEALS-Not Included in Conference</b>   |  | (Attach FROM/TO information)   |  |
| (Fill in estimate #'s before and actual #'s after)  |  | ESTIMATE: 130 X \$.58 = 75.40  |  |
| BREAKFAST: 1 X \$11.00 = 11.00  |  | ACTUAL: X \$.58 =  |  |
| LUNCH: 1 X \$12.00 = 12.00  |  | <b>DISTRICT USE ONLY</b>   |  |
| DINNER: 1 X \$23.00 = 23.00   |  | EMPLOYEE ID # 1234   |  |
| TOTAL MEAL COST: \$46.00  |  | PAID/DATE:   |  |
| ESTIMATE TOTAL CONFERENCE COST:   |  | PAID/DATE:   |  |
| \$990.52  |  | ACTUAL TOTAL CONFERENCE COST:  |  |
| <b>SIGNATURES &amp; DATE</b>  |  |  |  |
| Employee: JOHN SMITH Date: 11/28/18   |  |  |  |
| Principal: MY PRINCIPAL Date: 12/01/18  |  |  |  |
| Superintendent:   |  |  |  |