

# SAMPLE-BLUE GREEN = AFTER

## CONFERENCE FORM

# BEFORE CONFERENCE

NAME: JOHN SMITH		DATE OF CONFERENCE: MARCH 19, 2019	
CONFERENCE TITLE: LEARN SOMETHING NEW		LOCATION: ANYWHERE CA	
OTHER ATTENDEES: JANE DOE			
BUDGET CODE: 12   1234   1234   12   123   1   1234   1234   123   1234			
BUDGET CODE: _ _ _ _ _			

REGISTRATION		AIRFARE	
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 # 012345		* (Attach Flight Information and Price)	
Req # R019-00123 PO # 019-00456		Estimate Cost: \$ 345.67	
(If NO, how will it be paid?)		Actual Cost: * \$ 345.67 ATTACH RECEIPT	
Employee Paid?	<input type="checkbox"/> YES <input type="checkbox"/> NO	LODGING	
District Credit Card?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Company Name: MOTEL 6	
(Attach Registration Form)		Did you book hotel?	
Estimate Cost: \$ 350.00 EACH		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Actual Cost: \$ 350.00 pd 12/2/18		Does company take a PO?	
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
		* If YES- attach PO requisition-ROOM+TAX)	
CAR RENTAL/TAXI/SHUTTLE			
Company Name: UBER		Req # PO #	
Did you reserve a car?	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If NO, how will it be paid?)	
Employee Paid?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Employee Paid?	
District Credit Card?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
(Attach Car Rental Information/price)		Mail check in advance? ( ATTACH PO REQ)	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimate Cost: \$ 50.00		(Attach hotel reservation information/price)	
Actual Cost: * \$ 46.85 ATTACH RECEIPTS		Estimate Cost: \$ 123.45	
		Actual Cost: * \$ 245.76 ATTACH RECEIPT	
PARKING/TOLLS		OTHER EXPENSES	
(Attach original receipts after conference)		(Attach original receipts after conference)	
Estimate Parking Cost: n/a		Estimate Cost: n/a	
Actual Parking Cost:		Actual Cost:	
MEALS-Not Included in Conference		MILES	
(Fill in estimate #'s before and actual #'s after)		(Attach FROM/TO information)	
BREAKFAST: 1 X \$11.00 = 11.00 1 = 11.00		ESTIMATE: 130 X \$.58 = 75.40	
LUNCH: 1 X \$12.00 = 12.00 2 = 24.00		ACTUAL: 0 X \$.58 = CAR POOLED	
DINNER: 1 X \$23.00 = 23.00 1 = 23.00		DISTRICT USE ONLY	
TOTAL MEAL COST: \$46.00 \$58.00		EMPLOYEE ID # 1234	
ESTIMATE TOTAL CONFERENCE COST: \$990.52 / \$1046.28		PAID/DATE:	
SIGNATURES & DATE		PAID/DATE:	
Employee: JOHN SMITH Date: 11/28/18		ACTUAL TOTAL CONFERENCE COST:	
Principal: MY PRINCIPAL Date: 12/01/18			
Superintendent: SUPERINTENDENT Date: 12/01/18			

PAY EMPLOYEE \$ 696.28