

TRAVEL & CONFERENCE WORKSHEET

Title of event:					Attendees:
Location:					
Date of Event:					
Board Approval Date (if needed)=					
<u>Chargeable Item</u>	<u>Date completed</u>	<u>Cost</u>	<u>How Paid</u>	<u>Confirm. #</u>	<u>Notes and Account Number to Charge</u>
Req to Attn Form					
Registration					
Airline Res.					
Parking-Airport					
Shuttle: Round Trip					
Lodging					
Meals					
Parking-Event					
Map printed					
Mileage Reimb Form (.545/mile) (as of 1/1/18)					
TOTAL \$\$ (EST)					

NOTES:

(This Worksheet is only to help estimate/track expenses. NOT necessary to turn in to Business Department)