**Conference/ Workshop Request on My Learning Plan**

**Travel Conference Reimbursement Form**

| Name:  |  | Conference/ Workshop:  |  |
| --- | --- | --- | --- |
| Date(s): |  | Location: |  |
|  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** | **Total** |
| **Registration Fee:** |  |
|  |
| **Meals*:*** *\*see below* |
|  | Breakfast  |  |  |  |  |  |  |  |  |
|  | Lunch |  |  |  |  |  |  |  |  |
|  | Dinner  |  |  |  |  |  |  |  |  |
|  |
| **Lodging:**  |  |
|  |
| **Travel/ Transportation:** |
|  | By car (Miles x [rate](https://www.irs.gov/tax-professionals/standard-mileage-rates)) |  |  |  |  |  |  |  |  |
|  | By plane/ bus/ train |  |  |  |  |  |  |  |  |
|  | Tolls |  |  |  |  |  |  |  |  |
|  | Parking fees |  |  |  |  |  |  |  |  |
|  | Transportation at the event (Taxi, Uber, Lyft, etc.)  |  |  |  |  |  |  |  |  |
|  |
| Other expenses (please explain in detail) |  |  |  |  |  |  |  |  |
| **Total Expenses**  |  |

**Receipts are required for expenses except mileage. For mileage, include a copy of what was used to determine miles traveled**

\*For meal rate maximums: go to <https://www.gsa.gov/travel/plan-book/per-diem-rates>, enter the location of the event, scroll down to “Meal and Incidental Expenses (M&IE) rates and breakdown”

CLAIMANT'S CERTIFICATION: Sign this request for reimbursement after trip is completed and submit to the Accounts Payable Dept. with receipts and proof of attendance such as an itinerary or certificate of completion.

I hereby certify that the above claim for reimbursement in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is true and correct and that the services charged were actually performed, delivered, or made within the dates stated; that the items are correct; that the sums charged are reasonable and just; that no part has been paid or reimbursed from other sources; that taxes from which the School District is exempt are not included, and that the amount claimed is actually due.

|  | Signature | Date |
| --- | --- | --- |
| Claimant |  |  |
| Administrator |  |  |
| Purchasing Official |  |  |