

**KLAMATH FALLS CITY SCHOOLS
CONFERENCE REQUEST & TRAVEL EXPENSE FORM**

Employee name: _____ Date: _____
 School or Dept: _____
 Date, Title, Location of Conference: _____

PRE-APPROVAL OF ESTIMATED EXPENSES: List the estimated expenses as follows:

Registration _____ Meals _____ Lodging _____ Transportation _____
 Proposed Account Number: _____ Total amount: _____

 Signature of approving administrator

 Date of approval

TO BE COMPLETED AFTER CONFERENCE – ACTUAL EXPENSES TO BE REIMBURSED

MEALS & LODGING

- A. Standard rates, *no receipts required*: BREAKFAST = \$7.00, LUNCH = \$7.00, DINNER = \$16.00
- B. Higher rates for Portland, Eugene & Salem **WITH ITEMIZED RECEIPTS**: BREAKFAST = \$9.00, LUNCH = \$9.50, DINNER = \$23.50
- C. Out-of-state rates, *no receipts required*: BREAKFAST = \$9.00, LUNCH = \$9.50, DINNER = \$23.50
- D. NON-REIMBURSABLES: (1) Meals that are included in the conference or provided by the hotel. If you choose to dine elsewhere at a time that a meal has been provided by the conference/hotel it will be at your own expense. (2) Day of departure: Breakfast should be at home as with any other work day. (3) Day of return: Dinner should be at home as with any other work day. (4) Meals for day trips (when an overnight stay is not required).

Date	Location	Breakfast	Lunch	Dinner	Total Meals		Lodging (attach receipts)
TOTAL					\$		\$

MILEAGE: Check one: Rental Vehicle (attach fuel receipts)

 Personal Vehicle (per ODOT chart, www.oregon.gov/ODOT/TD/TDATA/rics/docs/MileageChart.pdf - .535 cents per mile)

Date	Explanation	Miles	Amount
TOTAL			

TRANSPORTATION/FARES (attach receipts)

Date	Explanation (airfare, baggage, taxi/shuttle)	Amount
TOTAL		

MISCELLANEOUS (attach receipts)

Date	Item, Fee, etc.	Amount

TOTALS:

Meals	\$
Lodging	\$
Mileage	\$
Fares	\$
Misc	\$
Total	\$

Employee signature: _____
Principal/Administrator Approval _____
Account No: _____ Amount _____
Business Manager Approval _____

Before submitting to the business office please attach all receipts and the conference agenda. Employee must sign.
 Principal/administrator must sign and assign the account number.