

# University High School

## Travel and Conference Expense Form

Employee Name: \_\_\_\_\_ Conference Date(s): \_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Location: \_\_\_\_\_ Conference Website: \_\_\_\_\_  
(city & state)

Date	Breakfast (\$15)	Lunch (\$18)	Dinner (\$25)
Total			

Meal Grand Total: \$ \_\_\_\_\_

Personal Vehicle Mileage  
@ .72.5 cents per mile \_\_\_\_\_ Total miles \_\_\_\_\_ Mileage Total: \$ \_\_\_\_\_

### Transportation Expenses

Gas Expense: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Parking Expense: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Taxi Type Expense: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Baggage Expense: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other (Describe): \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ Transportation Grand Total: \$ \_\_\_\_\_

### Items prepaid by UHS

Registration: \_\_\_\_\_

Hotel: \_\_\_\_\_

Other: \_\_\_\_\_ Prepaid Grand Total: \$ \_\_\_\_\_

Note: All expense forms must be filed with the Office Manager within one week of the conference.

Total Cost of Travel/Conference: \$ \_\_\_\_\_

Less Prepaid Expense: \$ < \_\_\_\_\_ > \_\_\_\_\_

Total Due to Employee: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_