

# 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)
<b>Total</b>			

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

Personal Vehicle Mileage @ .67 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 Business Manager within one week of the conference.

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

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

Total Due to Employee \$ \_\_\_\_\_

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

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