

**MARION SCHOOL DISTRICT**  
**EMPLOYEE CONFERENCE REQUEST/REIMBURSEMENT FORM**

Reimbursement for Travel must have prior approval by the Superintendent/Designee

Employee \_\_\_\_\_ School/Dept. \_\_\_\_\_

Name of Workshop/Conference \_\_\_\_\_

Date(s) of Conference \_\_\_\_\_

Destination \_\_\_\_\_ Telephone \_\_\_\_\_  
 (where you can be reached)

Other persons attending with you \_\_\_\_\_

Purpose (how will attendance benefit you and/or the district) \_\_\_\_\_

**COSTS:**

	<u>Estimated</u>	<u>Actual</u>
Registration Fees:	\$ _____	\$ _____
Mileage: IRS rate: <u>\$.545</u> x _____ round trip miles = (.2725/mile if van available and you use personal vehicle)	_____	_____
Other Transportation Fees: (i.e. parking, gasoline for van)	_____	_____
Lodging: Place _____ Rate \$ _____ x number of nights _____ = (See State of Wisconsin limits for Maximums) Convention headquarters & hotel in same building ___ Yes ___ No	_____	_____
Meals: (Maximum: \$8 Breakfast; \$10 Lunch; \$20 Dinner) Reimbursement for meals must include itemized receipt, no alcohol, and will be limited to per diem rate	_____	_____
Substitute Costs: Number of Days _____ x <u>\$107.65</u> =	_____	_____
Miscellaneous: _____	_____	_____
Total Conference Cost	\$ _____	\$ _____
Amount to be paid to Employee		\$ _____

**ACCOUNT NUMBERS** (Registration) 10 E \_\_\_\_\_ 310 \_\_\_\_\_ \$ \_\_\_\_\_  
 (Travel Expenses) 10 E \_\_\_\_\_ 342 \_\_\_\_\_ \$ \_\_\_\_\_  
 (Note: Beginning 7-1-18 use object 310 for Registration and Object 342 for travel expenses)

REQUEST APPROVED \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
 Supervisor/Superintendent Date

REIMBURSEMENT APPROVAL: I hereby certify that the expenditures for which I request reimbursement represent expenses incurred by me for District business and include no items of a personal nature.

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

APPROVED \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
 Supervisor/Superintendent Date