



Request for Professional Meeting Attendance

Complete before meeting. Please submit to your immediate supervisor at least 10 days prior to meeting date. Upon approval, the form will be returned to you for completion of the Reimbursement Expense Statement section.

Purchase Order No. _____

Staff Member _____ Date _____

Title of Meeting _____

Nature/Purpose of Meeting _____

Meeting Location _____

Date(s) of Authorized Attendance _____

Requested Expenses

Registration _____ Lodging _____

Travel _____ Meals _____
 (airfare, taxi, car rental, shuttle parking, etc.)

Total Requested _____

Any mileage should be submitted on a monthly mileage form.

Supervisor _____ Date _____

Division Head/ESC Agent _____ Date _____

Reimbursement Expense Statement

Complete this section after meeting. Itemized expenses: Attach receipted bill for lodging, registration and travel expenses. Allowable per diem: \$60 per day for meals at meetings requiring an overnight stay. State and local meetings not requiring an overnight stay will be reimbursed at \$15 maximum for lunch. **Any mileage should be submitted on a monthly mileage form.**

	Actual Expenses Incurred	Reimbursable Expenses	Amount Not Reimbursed*
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals	_____	_____	_____
Air Fare	_____	_____	_____
Other (taxi, car service, car rental, etc)	_____	_____	_____
Grand Total	_____	_____	_____

Staff Member Signature _____ Date _____

Division Head/ESC Agent _____ Date _____

* expenses that may be submitted to the IRS for tax purposes