

NUTLEY BOARD OF EDUCATION

Date: _____

Conference/Workshop Expense Report
General Information

- 1. Name _____
- 2. Conference/Workshop Attended _____
- 3. Location _____
- 4. Dates Attended _____
- 5. Expenses Authorized by Supt. YES _____ NO _____

EXPENSES (Attach Receipts!!)

A. Transportation

- 1. Actual Mileage (Round Trip) _____ Miles @ 31.0¢ per mile \$ _____
 - 2. Tolls \$ _____
 - 3. Parking \$ _____
 - 4. Cab Fare \$ _____
 - 5. Air/Train/Bus Fare \$ _____
- TOTAL Transportation Expenses \$ _____

B. Registration /Fees \$ _____

C. Hotel Accommodations \$ _____

D. Meals \$ _____

E. Other Expenses (Please Specify)

- _____ \$ _____
 - _____ \$ _____
 - _____ \$ _____
- TOTAL Other Expenses \$ _____

GRAND TOTAL - ALL EXPENSES \$ _____

I certify that this is an accurate report of expenses incurred by me at the conference/workshop indicated.

FOR OFFICE USE ONLY

Amt. Approved \$ _____

Signature _____

Date _____

Signature

Date

