## Urbana School District #116 2019 Travel Reimbursement Request

Hoproved Changes:

(Conferences/Conventions/Workshops/Professional Meeting)

After you have attended a conference, convention, workshop, or professional meeting complete this form for expenses to be reimbursed to you. Break out expenses daily. This form may only be used for travel expenses and receipts must be provided. Please attach receipts to this form and forward to the Business Office. Per Board resolution, meals and lodging expenses exceeding \$450 per day require Board of Education approval. Actual cost of meals not to exceed \$70.00 per day including tips (limited to 20%).

Name: HAME Hall			Position:	Position: Doard Nember						
Conference/ JF. Conf Meeting: Conf	- IASB	) <u> </u>		<u>Attacl</u>	n Conference/N	Meetin	g Agenda			
Conference/ Meeting Location:	licago	Dates fro	om: <u>"</u>	21/19	_ to					
List of Passengers (if driving):										
Date	1 /2 /19	Pear d used X	11 / 22 /19	Pcar d used X	" /23 /19	Pcar d used X	" / 24/19	Pcard Used X		
Breakfast										
Lunch										
Dinner										
Lodging/Hotel	245.35	1	245.35	/	245.35	/				
Total Meals & Lodging										
Personal Auto-list miles	136				136		136			
2019 Mileage Rate \$.58/mile	18.88				78.88		78-88			
Cab/Bus/Shuttle/Train										
Car Rental										
Airfare/baggage										
Tolls/Parking (other)	40:00	/			H0.00	Í				
Daily Totals 364.23	\$ 324.23	0	\$ 245, 35		\$ 145.35		\$ 78-88			
Signature of Employee	Oct	W	nglet		118-88 Date:	(	8/27/0	9		
P-card charges Approved	736/05 Re	eimbu	sement Amoun	t Appr	4.0		Approved 8	13.81		
Account number 10 € 0	0 2311	332	0 60 600	000				728.4		

Approved Changes:

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Name: Tori Exur	Position: board Member								
Conference/ Jt. Conf - IASB Attach Conference/Meeting Agenda									
Conference/ Meeting Location:		Dates from:				to: "   24   19			
List of Passengers (if driving):									
Date	11 /21 /19	Pear d used X	1 /22 /19	Pcar d used X	" /23 /19	Pear d used X	1 /24 /19	Peard Used X	
Breakfast									
Lunch			26.24	/					
Dinner					54.08	/			
Lodging/Hotel	245 35	1	245.35	V	245 35	1			
Total Meals & Lodging	245.55	1	271.59	/	29943	/			
Personal Auto-list miles	136						136		
2019 Mileage Rate \$.58/mile	18.88						78.88		
Cab/Bus/Shuttle/Train									
Car Rental									
Airfare/baggage									
Tolls/Parking (other)	40-	1	40-	1	40-	1			
Daily Totals 364-13	\$324.23		\$245.35		\$ 245.35		s 18.88 -		
Signature of Employee									
P-card charges Approved 1465 Reimbursement Amount Approved 157. 76 Total Approved 895.81									
Account number 104000 2311 3320 00 000000 1094.1									

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Name: Ruth Am I	Tsher		Position:		sard Men	1 bei	^			
Conference/ J. Con.	f- IASE	}		Attack	Conference/N	<b>Aeetin</b>	g Agenda			
Conference/ Meeting Location:		Dates fro	1/21/19	to: 11/24/19						
List of Passengers (if driving):										
Date	11 /21 /19	Pcar d used X	1 / 22 /19	Pcar d used X	" / 13 /19	Pcar d used X	1 / 24 /19	Pcard Used X		
Breakfast							3.43			
Lunch	11.71									
Dinner	6.36				14.94					
Lodging/Hotel	245.35	1	245.35	1	245.35	V				
Total Meals & Lodging	263.42						3.43			
Personal Auto-list miles	141.70						1411.70			
2019 Mileage Rate \$.58/mile	82.18						82.18			
Cab/Bus/Shuttle/Train										
Car Rental										
Airfare/baggage										
Tolls/Parking (other)	40-	/	40-25	<b>V</b>	40-	/				
Daily Totals 385.60	\$ 345.60		\$ 245.35		\$ 260.29		\$ 85.61			
Signature of Employee	X	w	yfet	_	300.29 Date:		12/27/1	9		
P-card charges Approved	73455 R		sement Amour	nt Appr	roved 200.80	Total	* *	16.85		
Account number 10800	856.05	332	0 00 00	0600	2		10	56.85		

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Name: Yau OUOS	Ky		Position:	_0	oard Mem	ber			
Conference/ J. Conference/ Meeting:	F-IASB			<u>Attacl</u>	n Conference/N	Meetin	g Agenda		
Conference/ Meeting Location:	Dates fro	121/19	to: 11/24/19						
List of Passengers (if driving):									
Date	1 / 2/ /19	Pcar d used X	1 / 22 /19	Pcar d used X	1 23/19	Pcar d used X	11 / 24/19	Pcard Used X	
Breakfast									
Lunch									
Dinner									
Lodging/Hotel	245.35	1	245.35	1	245.35	1			
<b>Total Meals &amp; Lodging</b>									
Personal Auto-list miles	136-						136e		
2019 Mileage Rate \$.58/mile	18.88						78.88		
Cab/Bus/Shuttle/Train									
Car Rental	- *								
Airfare/baggage									
Tolls/Parking (other)	U: -			1	· ·	/			
Daily Totals	\$ 124.23	0	\$ 245.35.		\$ 245.35		\$ 78.88		
Signature of Employee Date: 18 8719									
P-card charges Approved	196.00/R	eimbui	rsement Amour	it Appi	roved 157.46	_Total	Approved 19	4.81	
Account number 104 000	2311 33	20	00 0000	00			,		