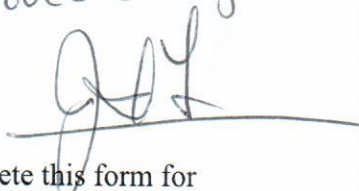


Approved Changes:


Urbana School District #116
2019 Travel Reimbursement Request
 (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%).**

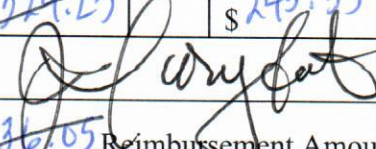
Name: Anne Hall Position: Board Member

Conference/ Meeting: JF. Conf - IASB Attach Conference/Meeting Agenda

Conference/ Meeting Location: Chicago Dates from: 11/21/19 to: 11/24/19

List of Passengers (if driving): _____

Date	" / 21 / 19	Pcard used X	" / 22 / 19	Pcard used X	" / 23 / 19	Pcard used X	" / 24 / 19	Pcard Used X
Breakfast								
Lunch								
Dinner								
Lodging/Hotel	245.35	✓	245.35	✓	245.35	✓		
Total Meals & Lodging								
Personal Auto-list miles	136				136		136	
2019 Mileage Rate \$.58/mile	78.88				78.88		78.88	
Cab/Bus/Shuttle/Train								
Car Rental								
Airfare/baggage								
Tolls/Parking (other)	40.00	✓			40.00	✓		
Daily Totals	364.23		\$ 245.35		\$ 245.35		\$ 78.88	

Signature of Employee  Date: 12/27/19
 P-card charges Approved 736.05 Reimbursement Amount Approved 157.76 Total Approved 893.81
 Account number 10E00 2311 3320 00 000000 576.70 728.46

Approved Changes:

Urbana School District #116
2019 Travel Reimbursement Request
 (Conferences/Conventions/Workshops/Professional Meeting)

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Name: Tori Exum Position: Board Member

Conference/ Meeting: Jt. Conf - IASB Attach Conference/Meeting Agenda

Conference/ Meeting Location: Chicago Dates from: 11/21/19 to: 11/24/19

List of Passengers (if driving): _____

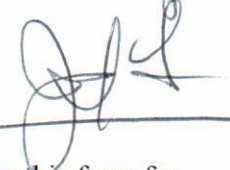
Date	11/21/19	Pcard used X	11/22/19	Pcard used X	11/23/19	Pcard used X	11/24/19	Pcard Used X
Breakfast								
Lunch			26.24	✓				
Dinner					54.08	✓		
Lodging/Hotel	245.35	✓	245.35	✓	245.35	✓		
Total Meals & Lodging	245.35	✓	271.59	✓	299.43	✓		
Personal Auto-list miles	136						136	
2019 Mileage Rate \$.58/mile	78.88						78.88	
Cab/Bus/Shuttle/Train								
Car Rental								
Airfare/baggage								
Tolls/Parking (other)	40-	✓	40-	✓	40-	✓		
Daily Totals	364.23		324.23		245.35		78.88	

Signature of Employee [Signature] Date: 12/27/19

P-card charges Approved 736.05 Reimbursement Amount Approved 157.76 Total Approved 893.81

Account number 10000 2311 3320 00 000000 1094.13

Approved Changes:



Urbana School District #116
2019 Travel Reimbursement Request
 (Conferences/Conventions/Workshops/Professional Meeting)

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Name: Ruth Ann Fisher Position: Board Member

Conference/ Meeting: JF. Conf - IASB Attach Conference/Meeting Agenda

Conference/ Meeting Location: Chicago Dates from: 11/21/19 to: 11/24/19

List of Passengers (if driving): Brenda Carter

Date	11/21/19	Pcard used X	11/22/19	Pcard used X	11/23/19	Pcard used X	11/24/19	Pcard Used X
Breakfast							3.43	
Lunch	11.71							
Dinner	6.36				14.94			
Lodging/Hotel	245.35	✓	245.35	✓	245.35	✓		
Total Meals & Lodging	263.42						3.43	
Personal Auto-list miles	141.70						141.70	
2019 Mileage Rate \$.58/mile	82.18						82.18	
Cab/Bus/Shuttle/Train								
Car Rental								
Airfare/baggage								
Tolls/Parking (other)	40-	✓	40-	✓	40-	✓		
Daily Totals	385.60		285.35		260.29		85.61	
	\$ 345.60		\$ 245.35		\$ 300.29			

Signature of Employee [Signature] Date: 12/27/19
 P-card charges Approved 736.85 Reimbursement Amount Approved 200.80 Total Approved 936.85
 Account number 108000 2311 3320 00 000000 856.65 1056.85

Urbana School District #116
2019 Travel Reimbursement Request
 (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: Paul Poulosky Position: Board Member

Conference/ Meeting: Jt. Conf - IASB Attach Conference/Meeting Agenda

Conference/ Meeting Location: Chicago Dates from: 11/21/19 to: 11/24/19

List of Passengers (if driving): _____

	Date " / 21 / 19	Pcard used X	" / 22 / 19	Pcard used X	" / 23 / 19	Pcard used X	" / 24 / 19	Pcard Used X
Breakfast								
Lunch								
Dinner								
Lodging/Hotel	245.35	✓	245.35	✓	245.35	✓		
Total Meals & Lodging								
Personal Auto-list miles	136-						136	
2019 Mileage Rate \$.58/mile	78.88						78.88	
Cab/Bus/Shuttle/Train								
Car Rental								
Airfare/baggage								
Tolls/Parking (other)	4.00							
Daily Totals	\$ 324.23		\$ 245.35		\$ 245.35		\$ 78.88	

Signature of Employee: [Signature] Date: 12/27/19
 P-card charges Approved: 736.00 Reimbursement Amount Approved: 157.76 Total Approved: 893.81

Account number 102000 2311 3320 00 000000