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: 1/21/19 to: 1/24/19

List of Passengers (if driving):

<table>
<thead>
<tr>
<th>Date</th>
<th>1/21/19</th>
<th>1/22/19</th>
<th>1/23/19</th>
<th>1/24/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
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</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging/Hotel</td>
<td>245.35</td>
<td>245.35</td>
<td>246.35</td>
<td></td>
</tr>
</tbody>
</table>

**Total Meals & Lodging**

Personal Auto-list miles 134  134  134

**2019 Mileage Rate** $0.58/mile

- 2019 Mileage Rate: 78.88  78.88  78.88

Cab/Bus/Shuttle/Train

Car Rental

Airfare/baggage

Tolls/Parking (other) 40.00  40.00

**Daily Totals**

<table>
<thead>
<tr>
<th></th>
<th>364.23</th>
<th>245.35</th>
<th>118.83</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40.00</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Employee

P-card charges Approved 728.46

Reimbursement Amount Approved 157.76  Total Approved 886.21

Account number 10200  2310  3320  00  00

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Name: Jaki Ekun
Position: Board Member

Conference/ Meeting: Jt. Conf - INSB

Conference/ Meeting Location: Chicago
Dates from: 1/21/19 to: 1/24/19

List of Passengers (if driving):

<table>
<thead>
<tr>
<th>Date</th>
<th>1/21/19</th>
<th>1/22/19</th>
<th>1/23/19</th>
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<tr>
<td>Breakfast</td>
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<tr>
<td>Lunch</td>
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<td>245.35</td>
<td>245.35</td>
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<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td>54.98</td>
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</tr>
<tr>
<td>Lodging/Hotel</td>
<td>245.35</td>
<td>245.35</td>
<td>245.35</td>
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<td></td>
</tr>
<tr>
<td>Total Meals &amp; Lodging</td>
<td>245.35</td>
<td>245.35</td>
<td>245.35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Personal Auto-list miles: 136

2019 Mileage Rate $5.58/mile: 78.88

Cab/Bus/Shuttle/Train: 78.88

Car Rental: 78.88

Airfare/baggage: 78.88

Tolls/Parking (other): 40 - 

Daily Totals: $364.23 $245.35 $245.35 $78.88

Signature of Employee: 2/27/19

P-card charges Approved: 776.65
Reimbursement Amount Approved: 157.76 Total Approved: 834.41

Account number: 100002 2311 3320 00 00000

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**Urbana School District #116**

**2019 Travel Reimbursement Request**

(Conferences/Conventions/Workshops/Professional Meeting)

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**Name:** Ruth Ann Fischer  
**Position:** Board Member

**Conference/Meeting:** JF. Conf. IASB

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

**List of Passengers (if driving):** Brenda Carter

<table>
<thead>
<tr>
<th>Date</th>
<th>11/21/19</th>
<th>11/22/19</th>
<th>11/23/19</th>
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<tbody>
<tr>
<td><strong>Breakfast</strong></td>
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<tr>
<td><strong>Lunch</strong></td>
<td>11.71$</td>
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<tr>
<td><strong>Dinner</strong></td>
<td>6.34$</td>
<td></td>
<td>14.94$</td>
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</tr>
<tr>
<td><strong>Lodging/Hotel</strong></td>
<td>245.35$</td>
<td>245.35$</td>
<td>245.35$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Meals &amp; Lodging</strong></td>
<td>263.42$</td>
<td></td>
<td></td>
<td>3.43$</td>
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**Personal Auto-list miles**  
141.70

**2019 Mileage Rate**  
$0.58/mile

**82.18**

**Cab/Bus/Shuttle/Train**

**Car Rental**

**Airfare/baggage**

**Tolls/Parking (other)**

**Daily Totals**  
339.60$  
345.60$  
245.35$  
245.35$  
$260.29$  
$85.61$

**Signature of Employee**  
[Signature]

**Date:** 11/27/19

**P-card charges Approved**  
3320 00 00 0000

**Reimbursement Amount Approved**  
200.80

**Total Approved**  
936.85

**Account number**  
106006 2311 3320 00 000000

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Name: Paul Poucosky  
Position: Board Member

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

Conference/ Meeting Location: Chicago  
Dates from: 1/21/19 to: 1/24/19

List of Passengers (if driving):

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Tolls/Parking (other)

Daily Totals

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<tr>
<td></td>
<td>374.23</td>
<td>245.35</td>
<td>245.35</td>
<td>78.88</td>
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</tbody>
</table>

Signature of Employee:  
Date: 1/27/19

P-card charges Approved  
Reimbursement Amount Approved: $157.70  
Total Approved: $333.81

Account number: 102000 2311 3320 00 000000