

LAUREL HIGHLANDS SCHOOL DISTRICT
ACTIVITY, ATHLETIC & CONFERENCE TRAVEL ESTIMATE & EXPENSE APPLICATION

Requests for conferences should be given to the appropriate department head (if applicable) and/or given to the building principal. In turn, this form should be submitted to the Central Office.

NAME _____ DATE _____

SCHOOL _____ DEPARTMENT _____

REASON FOR TRAVEL (ACTIVITY, ATHLETIC EVENT OR CONFERENCE TITLE & DESTINATION)

DATE(S) OF ACTIVITY, ATHLETIC EVENT OR CONFERENCE _____

	<u>ESTIMATE</u>	<u>ACTUAL COST</u>
_____ Miles @ \$.555 mile	\$ _____	\$ _____
Lodging (\$ _____ x _____ Days)	\$ _____	\$ _____
Tolls (Turnpike, etc.)	\$ _____	\$ _____
Dues/Registration Fees	\$ _____	\$ _____
Meals:		
Breakfast \$ _____ x _____ Days + Tips	\$ _____	\$ _____
Lunch \$ _____ x _____ Days + Tips	\$ _____	\$ _____
Dinner \$ _____ x _____ Days + Tips	\$ _____	\$ _____
Other \$ _____ x _____ Days + Tips	\$ _____	\$ _____

NOTE: MAXIMUM ALLOWANCE FOR TIPS IS 15%

OTHER EXPENSES: (Please List)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Total Estimate/Actual Cost of Expenses \$ _____ \$ _____

Less Advance (If Applicable) - \$ _____

Balance Requested for Payment \$ _____

Or

Refund Due to the District \$ _____

Department Head/Athletic Director _____
Building Principal

Curriculum Coordinator/Athletic Head Coach _____
Superintendent

REMINDERS: 1. When requesting to attend a conference, please fill in the estimate column. After attending the conference, please complete the actual cost column and return.

REMEMBER, ALL RECEIPTS MUST BE ATTACHED.

2. All employees attending a conference or workshop must submit a complete but concise report of no more than two pages.

DATE BOARD APPROVED: _____