

**Ringgold School District**  
**400 Main St**  
**New Eagle, PA 15067**

**SUMMARY OF ACTUAL EXPENSES FOR CONFERENCE/EVENT**

Name and Title of Person Attending \_\_\_\_\_  
 Name of Activity \_\_\_\_\_  
 Place of Activity \_\_\_\_\_  
 Date(s) of Activity \_\_\_\_\_

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	TOTAL
Date								
Conference or Registration Fee Paid, if by Employee (attach proof of paymt/receipt)								\$
Calculate Travel/Miles: \$. ____ current IRS mileage rate* (see below) X _____ miles / one way or _____ miles / round, if appl.								\$
Lodging Paid by Employee (attach proof of pymt/receipt)								\$
Meals (MUST attach receipts): Breakfast, Up to \$7.00 max.*								\$
Lunch, Up to \$10.00 max.*								\$
Dinner, Up to \$24.00 max.* *(reimb. only actual amt. paid)								\$
Parking / Toll (MUST attach receipts and/or EZ Pass report)								\$
Other								\$
<b>GRAND TOTAL OF REIMBURSEMENT</b>								\$

**All Signatures Required prior to Reimbursement:**

Employee Signature \_\_\_\_\_  
 Calculated by \_\_\_\_\_  
 Approved by \_\_\_\_\_ (Principal/Supervisor/Dept Director)  
 Account/Budget Code \_\_\_\_\_  
 Director of Operations and Finance \_\_\_\_\_  
 Superintendent \_\_\_\_\_

**Note: Original receipts and SIGNED, APPROVED Request to Attend Conference/Seminar/Activity must be attached before reimbursement is issued. Provide proof of attendance and proof of costs paid.**

***The 2018 Mileage rate for travel for the 2018 calendar year is \$.545 per mile.***