

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: \$. <u>.58</u> current IRS mileage rate* 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.* <i>*(reimb. only actual amt. paid)</i>								\$
Parking / Toll (MUST attach receipts and/or EZ Pass report)								\$
Other								\$
GRAND TOTAL OF REIMBURSEMENT								\$

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 IRS Mileage rate for travel for the 2019 calendar year is \$.58 per mile.***