

Conference Expense Reimbursement Claim Form

Use this form to accompany the receiving copy of the purchase order created after conference approval (MLP) or with the signed Conference Request Form. Expense Reimbursement Policy #6830 and Regulation #6830R contain the details of approved conference expenses and the procedures and requirements for reimbursement. It is the employee's responsibility to read the policy and regulation prior to attending the conference. Expenses will not be reimbursed because of ignorance of the policy/regulation by the employee. **Reimbursement claims must be submitted within 30 days of travel.**

Employee Name: _____ **PO#:** _____

Conference Name: _____ **Conference Dates:** _____

Total Expense for Meals: _____ *Refer to GSA meal rates for allowance.

Total Mileage @ \$.575* per mile _____ *MapQuest from school to conference.
* Current IRS mileage rate prevails, regardless of what appears on this form.

Tolls _____

Parking _____

Airfare or Train fare _____

Hotel (if not paid by separate PO) _____ *Refer to GSA lodging rates for allowance.

Registration (if not paid by separate PO) _____

Miscellaneous _____

Please specify nature of miscellaneous expense:

Attach all **original itemized receipts**. Include receipts for meals, copy of GSA meal rates & lodging, MapQuest printout for mileage, EZ Pass statement and any other additional receipts needed to support your reimbursement.

Itemized receipts attached: Yes _____ No _____

I attest that I incurred the expenses listed above as a result of participating in approved conference travel to conduct school business and that no expenses disallowed in Expense Reimbursement Policy #6830 and Regulation #6830R are included.

Employee Signature **Date**

Business Office Use Only:
Total Verified Amount to be Reimbursed: \$ _____ **Initial** _____