



CONFERENCE EXPENSE FORM

(This form is also available online at www.montbelloteachers.org)

ATTACH RECEIPTS

Meeting Date(s)

Meeting Location

Name of Group/Committee Meeting/ State Council Committee

Name (First and Last)

Email

Mobile Phone

Street

City

Zip

Date								Total Each Line
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
Parking								
Portage								
Daily Total								
# of miles								

ATTACH LODGING RECEIPTS AND TRANSPORTATION TICKET STUBS

Amount of Advance

APPROVAL
Dates Listed/Attendance Verified:

DUE OR OWED

Conference Expense Policy

a. Travel

- (1) PLANE: Actual, most economical coach fare (requires receipt)
- (2) TRAIN OR BUS: Actual fare (requires receipt)
- (3) AUTO:
 - a. Fifty-eight and one half (58.5¢) cents per mile round trip by shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - b. Mileage to and from the member's home airport at fifty-eight and one half (58.5¢) cents per mile.
- (4) AIRPORT
- (5) PARKING: Actual costs of airport parking and hotel parking.

b. Lodging

- (1) The actual cost of a hotel room. Double occupancy rules apply (requires receipt)
- (2) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment **are not** reimbursable.
- (3) A maximum of six dollars (\$7) for portage is reimbursable for any one meeting.

c. Meals

Actual amounts paid including tax and tip shall not exceed \$85 for any one day. Receipts are required for any meal \$35 or over. There will be no reimbursement for meals when CTA or MTA already provide one.

All claims must be filed within thirty days of the end of the month in which they were incurred. If a voucher with receipts is not submitted, a 1099 tax form will be submitted for the amount.

Signature

Date