

This portion to be filled out by the Treasurer only.

Date:	Check#:	Category:	Approved by:
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SM~~E~~A TRAVEL REIMBURSEMENT/EXPENSE FORM

Refund requests must be submitted within 30 days. Please send this form along with all the receipts to

Natalia Martinez at Tunnell Elementary. You can send it through district mail.

Date Submitted:
Name:
Address:
Site:
Phone Number:

Conference Attended:
Location of Conference:
Conference Dates:
Reasons for attending the conference:

	Cost \$	Treasurer Use Only
Registration:		
Lodging:		
Parking *If not included in lodging.		
Transportation **Roundtrip miles from CTA office to conference** .76 cents a mile		
Meals *Meals not provided by conference *Receipt not required	\$38, one meal	
		Total: