

**Harper Woods School District**  
**Request for Conference Expense Reimbursement**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_

**Date(s) of Conference:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Car Mileage:**

**No. of Miles:** \_\_\_\_\_

**@.58 per Mile:** \_\_\_\_\_

**Total Round-Trip Mileage:** \_\_\_\_\_

**Bus-Taxi-Parking** \_\_\_\_\_

**Air Travel:** \_\_\_\_\_

**Meals:** \_\_\_\_\_

**Hotel:** \_\_\_\_\_

**Expense Total:** \_\_\_\_\_

I certify that the expenses listed were incurred on official school business on the dates shown.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval of Expenses**

**Principal:** \_\_\_\_\_

**Business Office:** \_\_\_\_\_

\*\*\*\*\* Please remember to attach MapQuest printout showing miles driven from the school to your destination. Also, attach all receipts.