

CONFERENCE EXPENSES BY DAY

(Submit with your approved Conference Request Form and *itemized* receipts. Do not submit credit card receipts for meals.)

Date _____

	Restaurant	Amount of Bill	Tip	Total
Breakfast				
Lunch				
Dinner				
Total				

Date _____

	Restaurant	Amount of Bill	Tip	Total
Breakfast				
Lunch				
Dinner				
Total				

Date _____

	Restaurant	Amount of Bill	Tip	Total
Breakfast				
Lunch				
Dinner				
Total				

Date _____

	Restaurant	Amount of Bill	Tip	Total
Breakfast				
Lunch				
Dinner				
Total				

Reminders:

The recommended limits for meals are as follows: Breakfast \$5, Lunch \$10, and Dinner \$25, (\$40 total per day) with no more than 15% tip. Meals included in the conference fee should be deducted from the daily total.
 (For example, if lunch is included you have a total of \$30 to spend on breakfast and dinner that day.)
 The district will not pay for alcoholic beverages.
 Only tips for meals are reimbursable; tips for other services (housekeeping, cabs, etc.) will not be reimbursed.