

Form 203 REVISED
BUTLER AREA SCHOOL DISTRICT
 CONFERENCE TRAVEL AND EXPENSE REPORT

For Office Use	
Budget Item	_____
Supt.	_____
Asst. Supt	_____
Principal	_____
Other	_____
Check No.	_____

DATE	FROM	TO	MILES	REASON/NAME OF CONFERENCE	Miles x _____¢	Meals	Lodging	Other*
TOTAL EXPENSES								
GRAND TOTAL OF REQUEST:								

*SPECIFY OTHER - May include cost of air travel, parking fees, tolls, taxis, telephone, registration fee.
 Receipts **MUST** be provided for air travel, meals, lodging, registration fees, and turnpike tolls. (NO TIPS)

PRINT NAME: _____ Date _____ Building: _____

Home Address: _____ Budget Category or Program _____

DATE OF BOARD OF EDUCATION APPROVAL _____

PROCEDURE FOR REIMBURSEMENT	
Prompt payment of reimbursement for expenses can be made if you:	
1.	Properly complete this form
2.	Have <u>original itemized</u> receipts for all expenses
3.	Submit this form no later than the last working day of the month <u>to your main office</u>
4.	If all the above is followed, payment will be issued the third Tuesday of the following month.