

# Avalon Free Public Library

## Conference Expense Claim

Employee: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Location & Date of Conference: \_\_\_\_\_

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

Estimated Expenses	
Registration Fees	
Meals (If not included in in registration)	
Lodging	
Transportation Fares* (air, rail, bus, taxi fares)	
Misc.(itemize)	
<b>TOTAL EXPENSES</b>	

- For personel vehicle use Mileage Form for mileage and toll reimbursement. Parking fees should be listed on this form under Misc.

**Attach receipts for all items claimed.**

*I certify that the above –designated expenses represent actual and necessary traveling and activity-related expenses incurred through attendance at this conference.*

Employee signature: \_\_\_\_\_