

~ FILL OUT AND RETURN **AFTER** CONFERENCE ~

Hancock County Educational Service Center
7746 CR 140, Findlay, OH 45840

Claims For Conference Expense

Name of conference _____

Location of conference _____ Date (s) of conference _____

Claims

A. Lodging (receipted bill must accompany claim)

B. Registration fee (must include receipt)

C. Transportation: Mode of travel.....

C1. For car transportation _____ miles at \$0.515 per mile.....

C2. Other transportation

C3. Highway toll

C4. Parking

C5. Taxi or bus fare

D. Meals:	Date	Breakfast	Lunch	Dinner
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

E. Other expenses (itemize)

TOTAL CLAIM

Signature

Claims shall not include tips, gratuities, telephone charges, telegrams, faxes, VCR/VCP room charges, or postage. If accompanied by a non-school person, use single rate for lodging cost. Total claims shall not exceed the conference allocation for each individual.