## STAFF TRAVEL/CONFERENCE REQUEST REPORT

St. Joseph Public Schools

Effective January 1 2023

Conference Sponsor (Vendor) Conference Location (City and State)  Estimated Expenses  Effective Mileage rate 1/1/2023 Mileage Miles @ .655/mile \$ - Mileage Miles @ .655/mile  From SJPS Home Other Travel: SJS Veh Air/Bus/Train Leased Car Other Travel Prior Approval For Leased Car Registration PC Prepaid Registration  Meals Complete Per Diem grid below \$ - Meals  Lodging PC Prepaid Lodging Other  Total Estimated Expense Prepaid registration requested Date Vendor # Include invoice for vendor and self-addressed envelope Meal Per Diem \$13 \$15 \$23	
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*Include invoice for vendor and self-addressed envelope  Meal Per Diem \$13 \$15 \$23	
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\$ - Acct or Ref # \$	
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Approval for Attendance  Approval For Actual Expense/Reimbursement	
Employee Date	
Supervisor Date Supervisor Date	
Assistant Superintendent Date	
Assistant Superintendent Date	
A COPY OF THE APPROVAL MUST BE SENT TO  THE BUSINESS OFFICE PRIOR TO THE CONFERENCE.  CFO  Date	