

OFFICE OF EDUCATION, OREGON CONFERENCE OF SDA

REIMBURSEMENT REQUEST REPORT

PROFESSIONAL GROWTH, CONVENTIONS, IN-SERVICE, WORKSHOPS, SUMMER SCHOOL

NAME SCHOOL

ADDRESS

Phone contact E-mail

TITLE OF EVENT

Meeting/Event/Class Location Date

Receipt is for:

OR Conference Education Department or NPUC sponsored Event

OR

Credits for Certification Renewal Requirements--# of Credits

OR

Professional Growth (\$300.00 annual allowance)

REGISTRATION OR TUITION: (Actual-Attach Your Receipts) \$

MILEAGE:

Miles @ 40 Cents Per Mile \$  
(Miles - Round Trip)

MOTEL: (Actual-Attach Your Receipts) \$

PER DIEM: Days @ \$50.00/day \$

PER DIEM 1/2 DAY: Days @ \$25.00/day \$

(If meals are not provided)

AIR TRAVEL: (Actual-Attach Your Receipts) \$

TOTAL EXPENSE TO BE PAID \$

THANK YOU FOR YOUR COMMITMENT AND SERVICE TO THE STUDENTS AND FAMILIES OF THE OREGON CONFERENCE—Gale Crosby, Vice President of Education

OFFICE USE ONLY

Dept Approval:

General Ledger Expense Acct:	Convention/In Service/Professional Growth	872101/205	10	1211
	Summer School Expense	891200/323	10	1211
	Committees & MTGS Expense	872102	10	1211