

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:

Table with 4 columns: General Ledger Expense Acct, Convention/In Service/Professional Growth, Summer School Expense, Committees & MTGS Expense, and amounts (872101/205, 891200/323, 872102, 10, 1211).