

**MILLBROOK CENTRAL SCHOOL DISTRICT  
Millbrook, NY 12545**

**CONFERENCE EXPENSE FORM**

Claimant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Conference Date: \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Conference: \_\_\_\_\_

**EXPENDITURES:**

**Mileage:** Millbrook to \_\_\_\_\_ ( \_\_\_\_ ) miles at \$.58 per mile      \$ \_\_\_\_\_

**Lodging:** *RECEIPTS REQUIRED* Hotel \_\_\_\_\_ \$ \_\_\_\_\_  
                  Dates: \_\_\_\_\_

**Tolls:** (Bridge, Thruway, Etc.) *RECEIPTS REQUIRED*      \$ \_\_\_\_\_

**Conference fees:** *RECEIPTS REQUIRED* \_\_\_\_\_ \$ \_\_\_\_\_

**Other:** *RECEIPTS REQUIRED* \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CONFERENCE EXPENSE**      \$ \_\_\_\_\_

I hereby certify that the above account and schedules annexed are just, true and correct, that no part thereof has been paid, except as stated therein and that the balance therein are actually due and owing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approval – Immediate Supervisor