

ESTIMATED COST WORKSHEET*

	<u>Item</u>	<u>Description</u>	<u>Cost Estimate</u>
1.	Transportation: Personal Automobile	Estimated Mileage:	
	Tolls	Estimated Tolls:	
	Parking	Parking Fees	
2.	Other Transportation (Air, Rail, Bus)	Economy Tickets	
	Baggage Cost		
3.	Taxi	Estimated number of taxi rides	
4.	Meal Allowance	1 st Day of Meeting/Convention Rate: x person(s)	
		# of Full Meeting Days: x / day x person(s)	
		Last Day Meeting/Convention Rate: x person(s)	
5.	Lodging	# of Nights at Hotel: x /night x room(s)	
	Additional Lodging	# of Nights at Hotel: x /night x room(s)	
6.	Per Diem Rate	X day(s)	
7.	Overnight Stipend	X night(s)	
8.	Miscellaneous Expenses		
	(be specific)		
9.	Registration/Meeting Fee		
		Total Estimated Expenses:	

NOTES: Finding Federal OMB Guidelines for Maximum Hotel rates and daily reimbursement breakdown for Meals and Incidentals (M&IE): **1.** Go to: www.gsa.gov; **2.** Look top left at Travel Resources; **3.** Click on Per Diem Rates; **4.** You now see a US map- Place your cursor on the State you are visiting and click it! You should now see a listing of your State's cities. It shows lodging and Meals and Incidentals (M&IE). Each State and City has a different lodging and M&IE rate. Lodging expenses may exceed the federal per diem rate if the hotel is the site of the conference, seminar, or meeting. If the "conference hotel" is not available lodging may be paid for similar accommodations at a rate not to exceed the "conference hotel" rate. Kindly attach documentation.

Upon returning from the trip AND in order to be eligible for reimbursement, all employees must file a Professional Development Report with their reimbursement claim. Include key issues that were addressed at the event and its relevance to improving instruction or the operation of the district. Please use the appropriate form.

Staff member must reconcile this worksheet with actual expenditures with the Business Office. Reconciled Travel Request Form must be submitted to the Business Office within 3 weeks of the travel. **All expenditures must be documented with original itemized receipts to be reimbursed.** The Board of Education will only reimburse expenditures up to the maximum permitted by Federal OMB Guidelines.