

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

PROFESSIONAL DAY REQUEST FOR REIMBURSEMENT

Complete and submit to Business Office within 10 days of attendance at professional development event.

List expenses and attach **original** receipts.

NAME _____ **LOCATION** _____

MEETING ATTENDED _____ **DATE(S) OF MEETING** _____

LOCATION OF MEETING _____

Expenses:

Registration Fee _____

Travel _____

55.5 cent per mile @ _____

Tolls _____

Meals _____

Lodging _____

Balance Due _____

Administrator Approval:

Signature _____

Date _____

Account # _____

Source of Funds:

Administrative BOE Business Office Asst. Supt. Support Programs Technology

S-9
7/5/2011
Revised