

Frankfort Square Park District

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Jim Randall

Title/Position of Official or Employees: Executive Director

Name and Date of the Activity/Event: NRPA Conference 9/21/2019-9/26/2019

Check Number (if applicable): N/A

Credit Card Receipt Number (if applicable): N/A

Description of the purpose of the expense: Travel to and from NRPA Conference 2019, Baltimore, MD.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$2,355.39

Mileage: 1,372 miles total x .58 per mile = \$795.76

Meals: 5 days x \$71 per day & \$53.25 x 2 (1st & last day) = \$461.50

Parking: 4 days x \$32.00 per day = \$128.00

Hotel/Lodging: \$84.00 + \$811.13 + \$75.00 = \$970.13

Car rental: N/A

Airfare: N/A

Other Transportation (bus, train, taxi, shuttle, etc): N/A

Employee's/Officer's Signature:

Date:

Executive Director's and/or Park Board Treasurer's Authorization:

Date:

Date:

ATTACH ALL RECEIPTS