

Frankfort Square Park District

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: Donnette Cannonic

Title/Position of Official or Employees: Dance Coordinator

Name and Date of the Activity/Event: Groove Dance Competition 3/25/22-3/27/22

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel, meals, parking, and hotel for Groove Dance Competition

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$569.76

Mileage: 163.9 x 0.585 = \$95.88 x 2 = \$191.76

Meals: \$160

Parking: N/A

Hotel/Lodging: 2 nights x \$109 = \$218

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

Frankfort Square Park District

TRAVEL, MEAL AND LODGING EXPENSE
REIMBURSEMENT FORM

Name of Official or Employee: Kari Jensen

Title/Position of Official or Employees: Dance Coordinator

Name and Date of the Activity/Event: Groove Dance Competition 3/25/22-3/27/22

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel, meals, parking, and hotel for Groove Dance Competition

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$569.18

Mileage: 163.4 x 0.585 = \$95.59 x 2 = \$191.18

Meals: \$160

Parking: N/A

Hotel/Lodging: 2 nights x \$109 = \$218

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

Frankfort Square Park District

**TRAVEL, MEAL AND LODGING EXPENSE
REIMBURSEMENT FORM**

Name of Official or Employee: Melissa Bravo

Title/Position of Official or Employees: Dance Instructor

Name and Date of the Activity/Event: Groove Dance Competition 3/25/22-3/27/22

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel, meals, parking, and hotel for Groove Dance Competition

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$513.72

Mileage: 116 x 0.585 = \$67.86 x 2 = \$135.72

Meals: \$160

Parking: N/A

Hotel/Lodging: 2 nights x \$109 = \$218

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