

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: Rainbow Dance Competition 4/22/22-4/24/22

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 Rainbow Dance Competition

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$387.44

Mileage: 14.9 x 0.585 = \$8.72 x 2 = \$17.44

Meals: \$160

Parking: N/A

Hotel/Lodging: 2 nights x \$105 = \$210

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: Rainbow Dance Competition 4/22/22-4/24/22

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 Rainbow Dance Competition

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$390.36

Mileage: 17.4 x 0.585 = \$10.18 x 2 = \$20.36

Meals: \$160

Parking: N/A

Hotel/Lodging: 2 nights x \$105 = \$210

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:

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**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: Rainbow Dance Competition 4/22/22-4/24/22

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 Rainbow Dance Competition

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$370

Mileage: N/A

Meals: \$160

Parking: N/A

Hotel/Lodging: 2 nights x \$105 = \$210

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: _____

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