

Frankfort Square Park District

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

Name of Official or Employee: Donnette Castle

Title/Position of Official or Employees: Dance Director

Name and Date of the Activity/Event: Applause Dance Nationals July 9, 2023 – July 14, 2023

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel to Pigeon Forge, TN for Nationals.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): **\$2,943.36**

Mileage: 565.7x 0.655 = 370.53 x 2 = \$741.06

Tolls: \$2.90 x 2 = \$5.80

Meals: \$383.50

Parking: N/A

Hotel/Lodging: \$259 x 7 nights = \$1,813

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 Co-Director

Name and Date of the Activity/Event: Applause Dance Nationals July 9, 2023 – July 14, 2023

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel to Pigeon Forge, TN for Nationals.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): **\$2,943.90**

Mileage: 566.1 x 0.655 = 370.80 x 2 = \$741.60

Tolls: \$2.90 x 2 = \$5.80

Meals: \$383.50

Parking: N/A

Hotel/Lodging: \$259 x 7 nights = \$1,813

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