

**MID-AMERICA UNION OFFICE OF EDUCATION
COMMITTEE EXPENSE FORM**

Conference _____

Name _____

Address _____

Regular Expenses:

Airfare (must be purchased more than 3 weeks in advance of meeting)\$ _____
Receipt must be attached for reimbursement

Lodging\$ _____
Receipt must be attached for reimbursement

Mileage..... _____ miles X \$0.42 = \$ _____
Includes miles to and from the airport

Per Diem..... _____ days X \$50.00 = \$ _____

Preauthorized Miscellaneous Expenses:

Receipts required

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Reimbursement \$ _____

Committee Member Signature

Date

Superintendent or Academy Principal Signature

Date

Return this form to your local conference superintendent or academy principal.