

CONVENTION ATTENDEE EXPENSE RECORD
California State PTA Convention

PTA Name: _____

Name: _____

Attach receipts for everything except mileage, tips & per diem.

REIMBURSABLE EXPENSES

Transportation:

Mileage* _____ miles @ \$ _____ \$ _____
 Plane/Train _____ \$ _____
 Parking _____ \$ _____
 Shuttle/Cab _____ \$ _____

Hotel

Room _____ nights @ \$ _____ \$ _____
 Tips _____ \$ _____
 Phone Calls** _____ \$ _____

Meals***

Date: _____ Brkfst Lunch Dinner \$ _____
 Date: _____ Brkfst Lunch Dinner \$ _____
 Date: _____ Brkfst Lunch Dinner \$ _____
 Date: _____ Brkfst Lunch Dinner \$ _____
 Date: _____ Brkfst Lunch Dinner \$ _____

PTA Store Purchases

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Other _____ \$ _____

TOTALS

Total Expenses \$ _____
 Less Advance Received \$ _____
 Amount Due You \$ _____
 Amount You Owe PTA \$ _____

* Only the driver should claim mileage reimbursement
 ** One call home daily may be an allowable expense
 *** Per diem: \$ _____ per day (\$ _____ Bkfst; \$ _____ Lunch; \$ _____ Dinner)

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