

Step 1A Please complete steps 1A and 1B. Sign form. Send to Administrator with documentation.

Mt. Pleasant Public Schools – CONFERENCE / PROFESSIONAL / SCHOOL BUSINESS DAY FORM

Name	Building/Department	
Name of Conference	Dates of Conference	Full Day _____ or AM _____ PM _____
Conference Location	Sub Needed: _____ Yes _____ No	Has absence been entered in Willsub? _____ Yes _____ No
Type of Day: Personal _____ Professional _____ School Business _____ Other _____	WILLSUB Confirmation Number _____	

Step 1B

Estimated Expenses

Registration Fee: \$ _____
Attach registration form or confirmation form

Sub Cost: \$ _____

Travel:

Auto _____ miles X _____ per mile = \$ _____

Commercial carrier \$ _____

Rental car \$ _____

Total **meal** allotment (per IRS guidelines)

breakfast: \$11 X # _____; lunch: \$12 X # _____

dinner: \$23 X # _____; Total Meals = \$ _____

Lodging: _____ X _____ = _____
of Est. Cost Total
nights (no MI state tax)

Other expenses (explain):

_____ \$ _____

Total Estimated Expenses: \$ _____

Employee Signature: _____

Date: _____

**MUST HAVE SIGNATURES
BEFORE TRAVEL**

Supervisor Approval (approves conference and absence):
_____ Date: _____

Human Resources/Chief Academic Office Approval:
_____ Date: _____

Chief Financial Officer Approval:
_____ Date: _____

Step 2

Prearranged Sub Name: _____

Actual Expenses – to be completed after travel
(must attach itemized, original receipts)

Registration Fee: \$ _____ Paid

Travel:

Auto _____ miles X _____ per mile = \$ _____

Commercial carrier \$ _____

Rental car \$ _____

Total **meals** \$ _____

Lodging: _____ X _____ = _____
of Cost Total
nights (no MI state tax)

Other expenses (explain):

_____ \$ _____

Total Due Employee: \$ _____

Total Actual Expenses: \$ _____

I attest that these are actual expenses I incurred during my conference.

Employee Signature: _____

Account Numbers

Sub Account #: _____

Approved in WILLSUB by: _____

Account #: _____

Amount Approved _____

Account #: _____

Amount Approved _____