

Frankfort Square Park District

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

Name of Official or Employee: Donnette Cannonie

Title/Position of Official or Employees: Dance Director

Name and Date of the Activity/Event: Spotlight Dance Competition 2/17/23-2/19/23

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel to Batavia, IL for Company Competition.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$405.46

Mileage: 94.6 x 0.655 = \$61.96

Meals & Incidental Expenses: \$147.50

Parking: N/A

Hotel/Lodging: 2 nights x \$98 = \$196

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: Spotlight Dance Competition 2/17/23-2/19/23

Check Number (if applicable): N/A

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

Description of the purpose of the expense: Travel to Batavia, IL for Company Competition.

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable): \$411.23

Mileage: 103.4 x 0.655 = \$67.73

Meals & Incidental Expenses: \$147.50

Parking: N/A

Hotel/Lodging: 2 nights x \$98 = \$196

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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