

OFFICE OF EDUCATION, OREGON CONFERENCE OF SDA

**REIMBURSEMENT REQUEST REPORT**

PROFESSIONAL GROWTH, CONVENTIONS, IN-SERVICE, WORKSHOPS, SUMMER SCHOOL

NAME SCHOOL

TITLE OF EVENT:

Location Date

**Receipt is for:**

OR Conference Education Department or NPUC sponsored Event

OR

Credits for Certification Renewal Requirements--# of Credits

OR

Professional Growth (\$500.00 annual allowance)

**REGISTRATION OR TUITION:** (Actual-Attach Your Receipts) \$

**MILEAGE:**

Miles @ 48 Cents Per Mile  
(Miles - Round Trip) \$

**MOTEL:** (Actual-Attach Your Receipts) \$

**PER DIEM:** Days @ \$56.00/day \$

**PER DIEM ½ DAY:** Days @ \$28.00/day \$

**AIR TRAVEL:** (Actual-Attach Your Receipts) \$

**ADDITIONAL PRE APPROVED EXPENSES:**  
(Actual-Attach Your Receipts) \$

**TOTAL EXPENSE TO BE PAID:** \$

OFFICE USE ONLY

Dept Approval: Date