

Travel Reimbursement - DSP Institute

ATTN: Veda Overton-Houston

**All Requests for Travel Reimbursement Must Be Submitted No Later Than
 DECEMBER 1, 2022**

Name: _____ Date: _____

Address to mail check: _____

Date(s) of Trip: October 27 - 30, 2022 Purpose: The Institute on Teaching & Mentoring

City & State, or Site Name and Location: Atlanta Marriott Marquis, Atlanta, Georgia

Transportation: Specify points of departure and arrival, and means of transportation.

Departure City: _____ Arrival City: Atlanta, GA

Means of Transportation: _____

					Reimburse
Actual Miles:		@ 51 Cents Per Mile			
Automobile Rental:					
Luggage/Parking/Other: Indicate expenditures for each day in categories below.					
Date	Luggage	Parking	Other		
				=	
				=	
				=	
				=	
				=	
				=	
				=	
Total					

Explanation of OTHER items: _____

**NOTE: All expenditures must be supported by detailed dated RECEIPTS
 and emailed with this form.**

Personal Signature: _____
E-signature or Typed

For SREB Use Only

Approved for Payment: _____
Supervisor Project to be Charged: CFDINST
Director

For Office Use Only

FUND	GRANT YR	GL	DEPT	ACTIVITY	STATES	SCHOOL	STUDENT	CONF&WKSHP	DR

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