



TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: William R. Muhammad

Purpose: To attend the 2019 National Forum of Black Public Administrators

Dates: April 2 - 7, 2019

Location: Orlando, FL

Itemized Expenses:

Conference Registration and/or Workshop Fees:	\$ 760.00
Business Use of Personal Automobile Mileage (Round trip):	\$ 461.96*
Lodging (Room and Tax Only):	\$ 1,063.15
Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 179.10
Business Meals:	\$ 390.00
TOTAL EXPENSES:	\$ 2,854.21

*NOTE: Director Muhammad used his personal automobile to drive from Birmingham, AL to Orlando, FL (roundtrip) wherein the Board will reimburse the lower of the cost of reasonable airfare from Birmingham, AL to Orlando, FL, in accordance with the Travel Expense Reimbursement Policy for Board of Directors.