**TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT**

**Director’s Name:** William R. Muhammad  
**Purpose:** To attend the 2017 Alabama/Mississippi Section – AWWA – Annual Conference  
**Dates:** October 15 - 18, 2017  
**Location:** Point Clear, AL

<table>
<thead>
<tr>
<th>Itemized Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration and/or Workshop Fees:</td>
<td>$ 325.00</td>
</tr>
<tr>
<td>Business Use of Personal Automobile Mileage (Round trip):</td>
<td>$ 289.87</td>
</tr>
<tr>
<td>Lodging (Room and Tax Only):</td>
<td>$ 458.34</td>
</tr>
<tr>
<td>Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)</td>
<td>$ 41.00</td>
</tr>
<tr>
<td>Business Meals:</td>
<td>$ 230.00</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES:</strong></td>
<td><strong>$ 1,344.21</strong></td>
</tr>
</tbody>
</table>