



## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: William R. Muhammad

Purpose: To attend the 2017 AWWA Annual Conference and Exposition

Dates: June 11 - 15, 2017

Location: Philadelphia, PA

### Itemized Expenses:

|   |                    |
|---|--------------------|
| Conference Registration and/or<br>Workshop Fees:                | \$1,110.00         |
| Business Use of Personal<br>Automobile:                         | \$ 613.27*         |
| Lodging (Room and Tax Only):                                    | \$1,294.76         |
| Other incidental Expenses:<br>(Parking, Taxi, Gratuities, etc.) | \$ 51.84           |
| Business Meals:   | \$ 260.00          |
| <b>TOTAL EXPENSES:</b>  | <b>\$ 3,329.87</b> |

\*NOTE: Used personal automobile to drive roundtrip from Birmingham, AL to Philadelphia, PA, wherein the Board paid the lower of the cost of reasonable airfare from Birmingham, AL to Philadelphia, PA, in accordance with the Travel Expense Reimbursement Policy for Board of Directors. Registered for the conference after the May 31<sup>st</sup> date in which the on-site registration price was \$1,110.00 for members.