



TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: William R. Muhammad

Purpose: To attend the 2019 Water Jam Conference

Dates: July 28 – 31, 2019

Location: Mobile, Alabama

Itemized Expenses:

Conference Registration and/or Workshop Fees:	\$ 500.00
Business Use of Personal Automobile Mileage (Round trip):	\$ 352.72
Lodging (Room and Tax Only):	\$ 475.38
Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 103.40
Business Meals:	\$ 355.00
TOTAL EXPENSES:	\$ 1,786.50