



## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: Tereshia Huffman  
Purpose: To attend the 2023 Training Conference and Expo / GALA  
Date: February 12 – February 14, 2023  
Location: Orlando, FL

### ITEMIZED EXPENSES

Conference Registration:	\$0.00
Airline Ticket Fare	\$379.18
Lodging (Room and Tax Only):	\$874.13
Other Incidental Expenses: (Parking, Taxi, Gratuities, Baggage, etc.)	\$89.28
Business Meals:	\$200.00
<b>TOTAL EXPENSES</b>	<b>\$1,542.59</b>