



## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: Deborah Clark

Purpose: To attend the 2019 Utility Management Conference

Dates: March 5 – 8, 2019

Location: Nashville, TN

### Itemized Expenses:

Conference Registration and/or Workshop Fees:	\$ 810.00
Business Use of Personal Automobile Mileage (Round trip):	\$ 235.48
Lodging (Room and Tax Only):	\$ 578.94
Business Meals:	\$ 210.00
Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 38.00
 TOTAL EXPENSES:	 \$ 1,872.42