

Maine School Administrative District #35  
South Berwick - Eliot, Maine

## ***Request for Reimbursement for Conference and/or Travel***

Conference/Workshop \_\_\_\_\_

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Date of Event \_\_\_\_\_

Registration Fee(s) \$ \_\_\_\_\_

Lodging Expense(s) \$ \_\_\_\_\_

Meal(s) \$ \_\_\_\_\_

Other  
(please specify)

#Miles \_\_\_\_\_

Mileage \_\_\_\_\_

Tolls \_\_\_\_\_

@ .58 cents/mile (Paid when approved by  
Principal and Superintendent.) Rev 1/1/2019

Total Amount \$ \_\_\_\_\_

PLEASE ATTACH RECEIPTS FOR EACH ITEM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Submitted