SAU 2
Offsite Conference Registration Guidelines

• Lodging
  o Double occupancy rooms only (two people per room)
  o If an individual chooses to have a private room, they will not be reimbursed for the full charge, but only 50% of the double occupancy charge
  o If an individual must have a private room due to the number or gender of attendees, exceptions will be made to this policy
  o No room service
• Mileage (at the current IRS rate)
  o Include a round trip google map that includes mileage
  o Mileage should be from/to school of employment
• Tolls
  o Toll receipt must be submitted
• Parking as necessary
  o Parking receipt must be submitted
• Flight
  o Receipt should include confirmation and payment details
• Food, assuming three meals, at a maximum of $50.00 per day
  o Excludes alcohol
  o Submitted receipts should be detailed; Credit card receipts will not be accepted unless accompanied by the detailed receipt.

Credit Card Receipt

Detailed Receipt

THE NEEBS RESTAURANT
35 TAYLOR
TEL. 11/1 CHECK 1667 GST 0
NOV 10 '06 12:43 PM

*** CHECK 1 ***
2 NEEBS BURGERS 12.00
1 FREEDOM PATTIES 1.96
2 ICED TEA 3.00
SUBTOTAL 18.96 TAX 0.94
01:14 TOTAL 19.90

***** THANK YOU *****
PLEASE PAY THE CASHIER
THIS IS YOUR RECEIPT

All the above items require a detailed receipt indicating specific purchases. This is required by our auditors for reimbursement. Submitted reimbursements should be signed off by the building principal and submitted along with a requisition form to the SAU for approval and payment.