

**Mineral Point Unified School District
Pre-Approval Request to Attend Form
(For Approved Conferences, Workshops & Meetings)**

Name: _____ Date: _____

Conference Attended: _____

Conference Date(s): _____

Account Number for Payment: _____

Anticipated Expenses to Claim	Estimated Amount	
Mileage _____ miles X .70 (only if personal vehicle used)		Check One:
Lodging		<input type="checkbox"/> Registration form attached Please mail with required fee.
*Meals		<input type="checkbox"/> Registration form attached. Please mail. No fee required.
Fee (only if not prepaid)		<input type="checkbox"/> Informational sheet attached. Do not mail.
Miscellaneous		
Total Expenses Claimed		

MILEAGE-COMMON ROUND TRIP			
Belmont	26	Lancaster	75
Blackhawk	68	Madison	110
Bloomington	110	Milwaukee	260
Boscobel	90	Mt. Horeb	65
Cuba City	54	Pecatonica	40
Darlington	28	Platteville	40
Dodgeville	16	Richland Center	90
Fennimore	62	River Valley	60
Iowa-Grant	30	Riverdale	75

*Meal reimbursement limited to:	
Breakfast	\$ 7.00
Lunch	\$11.00
Dinner	\$23.00

Please include receipts to support claimed expenses.

APPROVAL

Principal

The yellow form should be used for pre-approval before the conference/meeting.