



TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: Deborah Clark

Purpose: To attend the 2019 National forum of Black Public Administrators

Dates: March 31, 2019 – April 9, 2019

Location: Orlando, FL

Itemized Expenses:

Conference Registration and/or Workshop Fees:	\$ 760.00
AmTrak Fare:	\$ 546.30
Lodging (Room and Tax Only):	\$ 1,063.15
Business Meals:	\$ 585.00
Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 70.00
TOTAL EXPENSES:	\$ 3,024.45