



## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: Brenda J. Dickerson, Ph.D.  
Purpose: To attend the P3 2017 Federal Conference  
Dates: November 28, 2017 – December 1, 2017  
Location: Washington, D.C.

### Itemized Expenses:

Conference Registration:	\$ 295.00
Business Use of Personal Automobile Mileage (Round trip):	\$ 439.60*
Lodging (Room and Tax Only):	\$ 857.55
Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 181.38
Business Meals:	\$ 260.00
<b>TOTAL EXPENSES:</b>	<b>\$ 2,033.53</b>

\*NOTE: Used personal automobile to drive roundtrip from Birmingham, AL to Washington, D.C., wherein the Board paid the lower cost of a reasonable airfare for said travel in accordance with the Travel Expense Reimbursement Policy for Board of Directors.