



## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: William R. Muhammad

Purpose: To attend the 2019 Utility Management Conference

Dates: March 5 – 8, 2019

Location: Nashville, TN

### Itemized Expenses:

Conference Registration and/or Workshop Fees:	\$ 810.00
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Business Use of Personal Automobile Mileage (Round trip):	\$ 227.36
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Lodging (Room and Tax Only):	\$ 868.41
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Business Meals:	\$ 230.00
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Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 147.97
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<b>TOTAL EXPENSES:</b>	<b>\$ 2,283.74</b>
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