



## TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Director's Name: William R. Muhammad

Purpose: To attend the National Forum of Black Public Administrators – Forum 2018

Dates: April 17 – 21, 2018

Location: Cleveland, OH

### Itemized Expenses:

Conference Registration and/or Workshop Fees:	\$ 705.00
Business Use of Personal Automobile Mileage (Round trip):	\$ 488.00
Lodging (Room and Tax Only):	\$ 984.45
Other incidental Expenses: (Parking, Taxi, Gratuities, etc.)	\$ 214.40
Business Meals:	\$ 390.00
<b>TOTAL EXPENSES:</b>	<b>\$ 2,781.85</b>