

BUSINESS OFFICE INSTRUCTIONS: (please print clearly)

IS A CHECK NEEDED FOR Registration, Hotel, etc.

YES

NO

IF YES, by what Date:

(minimum of 10 business days needed to process check)

IF YES, What Amount:

IF YES, Make Check Payable to:

MAIL CHECK TO THE FOLLOWING ADDRESS:

(OR)

RETURN CHECK TO:

ISSUE PURCHASE ORDER:

YES

NO

If you checked the yes box for a purchase order, you should proceed via normal channels to have your purchase order completed via the office in the building you are located.

ANY OTHER INSTRUCTIONS: (please define)

Meals reimbursement maximum (with receipt only): Breakfast \$10; Lunch \$10; Dinner \$15

Lodging reimbursement maximum (with receipt only): \$100 per stay, 50 miles or more from District American Plan or similar package may be approved for overall increase to amounts.

Revised 07/2009