

Please complete and submit this form to the MCCEE office for prior approval. MCCEE will return the form when it has been approved. After the activity is complete, please return this form with the proper documentation for reimbursement. Registration fee forms and substitute teacher forms are also available. Actual expenses should be no greater than ten percent of the amount initially submitted.

**REQUESTS DUE NO LATER THAN MARCH 15, 2007**

Instructor's Name:  District:  Department:  Instructor's Signature:		Date Filed:  Activity:  Administrator's Signature:			
Date	Description	Mileage	Lodging	Meals	TOTAL
<b>TOTALS</b>					

**Mileage Reimbursement** per IRS limit

Breakfast \$5.50 in Illinois & \$6.50 outside Illinois \* Dinner \$17.00 in Illinois & \$19.00 outside Illinois

**Lodging:** Cook County \$130 + tax per night. Collar Counties \$80 + tax per night.  
 Downstate \$60 + tax per night.  
 Out-of-State \$90 + tax per night – (\$118 per night in D.C. & D.C. Metro).

MCCEE USE ONLY:

Approved by:	Date:	Date Paid:	Check #
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