

BUDGET

List specific cost incurred and provide receipts for all listed expenses except mileage.

Note: A total of \$225 per intern is available for professional development

Conference Costs

Registration Fee*		*A copy of flyer/brochure indicating date, registration fee, description of activity/training, and proof of payment are required.
Mileage* .51¢/mile		*Attach a document describing the date and purpose of the professional development activity and roundtrip mileage.
Lodging* \$70/day max		*After activity is concluded, the original lodging bill and proof of payment are required. Maximum rate is \$80/day in Milwaukee, Waukesha, and Racine counties.
Meals		
Breakfast(s) \$8 max		
Lunch(es) \$10 max		
Dinner(s) \$20 max		
Break(s) \$5 per break		
Materials*		*A breakdown of materials purchased and a receipt showing proof of payment are required.
TOTAL		

School / Classroom Materials

Materials*		*A breakdown of materials purchased and a receipt showing proof of payment are required.
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