



St. Mary's International School

PDF Expense Report: Upon completion submit to building principal.

Name: Date:

Type of PD Activity: Conference Workshop Coursework Other:

Title of Activity:

Location of Activity:



A) Prepaid Expenses (if applicable)	Amount
Airfare	
Registration	
Total	

* Itinerary and invoice must be submitted before payment or issuing of ticket.

B) Expense Information	Other Currency	Yen (¥)
Airfare*		
Hotel (room charge & tax ONLY)		
Books		
Tuition		
Professional Membership		
Airport Transport		
Registration		
Other		
Totals		
C) Total Reimbursement		

Signature of Applicant

Approved by (principal)

Date

Note: Originals or Copies of ALL receipts are needed for reimbursements. Keep copies for yourself.