

**DISTRICT MEETING EXPENDITURE TRACKING REPORT**

Meeting Purpose: \_\_\_\_\_  
 Meeting Date: \_\_\_\_\_ Meeting to/from time) \_\_\_\_\_  
 Meeting Location: \_\_\_\_\_

**Codes:**

- A Number of non -state participants \_\_\_\_\_
- B Meeting Duration in hours \_\_\_\_\_
- C Total travel miles for non-state participants (adjusted for shared vehicles) \_\_\_\_\_
- D Attendees hourly rate (\$XX) \_\_\_\_\_
- E Attendees mileage allowance (XXc/mile) \_\_\_\_\_

**Labor Match**

District staff meeting time	B x hourly rate	\$	_____
District staff travel time (@ 50mph)	C/50 x hourly rate	\$	_____
District staff meeting prep time	hrs x hourly rate	\$	_____
<b>Cash labor total</b>			<u>0</u>

Attendees meeting time:	(A x B) x D	\$	_____
Attendees travel time (@ 50mph)	C/50 x D	\$	_____
Board supervisor meeting time prep time		\$	_____
Partner meeting time prep time		\$	_____
<b>In-kind labor total</b>			<u>0</u>

**Travel match**

**(cash if paid/ reimbursed by District - in-kind if not)**

Attendees mileage	C x E	\$	_____
District staff mileage	C x E	\$	_____
Speakers (non-state) travel time	C x rate	\$	_____
Board Supervisor mileage	C x E	\$	_____
Partner mileage	C x E	\$	_____
<b>Cash travel match</b>			_____
<b>In-kind travel match</b>			_____

**Other Costs** (where not State sourced)

	<b>cash or in kind</b>	
Meeting Room - hours x hourly rate:	\$	_____
Speakers fees - hours x hourly rate:	\$	_____
Advertising costs	\$	_____
Materials	\$	_____
Other (specify)	\$	_____
Other (specify)	\$	_____
Other (specify)	\$	_____
Other (specify)	\$	_____

Cash Match Total: \_\_\_\_\_  
 In-kind Match Total: \_\_\_\_\_

District Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

*Explanation of how hourly rates/mieage etc calculated:*

\_\_\_\_\_

