

Vacaville Teachers Association-VTA/CTA/NEA  
 Brenda Hensley, Treasurer  
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 319 Black Oak Lane, Napa, CA 94558

Short Conference Form

Conference Attended: \_\_\_\_\_, Date(s): \_\_\_\_\_

Member Name: \_\_\_\_\_ Worksite/School site: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Non-school Email: \_\_\_\_\_

	\$ amount	Treasurer Code		comments:
Auto Round Trip Mileage: \$0.535 x _____ miles		620	attach printout of route	
Hotel (# of nights: _____)		620	attach receipt	
Round-trip Airfare:		620	attach receipt	
Parking:		620	attach receipt	
Shuttle:		620	attach receipt	
Portage (max \$7 per day) # of days: _____		620		
Meals (max \$80 a day) When being provided some meals, max breakfast is \$18, lunch \$22, dinner \$40)		630	attach detailed receipt	
Registration Fees:		640	attach receipt	

Subtotals

620	630	640

Total Reimbursement: \_\_\_\_\_  
 Check number: \_\_\_\_\_  
 Date paid: \_\_\_\_\_