

TRAVEL REIMBURSEMENTS GUIDELINES

TRAVEL REIMBURSEMENTS:

1. REQUIRE A SIGNATURE FROM BOTH THE CLAIMANT AND AN AUTHORIZED SIGNER

 **NOTE – CLAIMANT CANNOT ALSO BE THE AUTHORIZING SIGNER**

2. ONE CLAIMANT CAN REQUEST REIMBURSEMENT FOR OTHER APPROVED TRAVELERS (IE: IF ONE PERSON PAYS FOR THE HOTEL EXPENSE FOR OTHER APPROVED TRAVELERS)
 - a. MUST PROVIDE A LIST OF ALL APPROVED TRAVELERS INCLUDED IN THE EXPENSE
 - b. ORIGINAL PROOF OF PAYMENT
3. ALL REIMBURSEMENTS MUST INCLUDE THE FOLLOWING (IF APPLICABLE):
 - a. MY LEARNING PLAN ITINERARY
 - b. PROOF OF LODGING / TRAVEL / REGISTRATION PAYMENT / MEALS
 - i. CREDIT CARD STATEMENT SHOWING ROOM CHARGES / ETC.
 - ii. TOLL / METRO / TAXI RECEIPTS
 - iii. ORIGINAL RECEIPT
 - c. MAPQUEST PRINTOUT FOR MILEAGE REIMBURSEMENTS
 - d. PROOF OF ATTENDANCE:
 - i. AGENDA
 - ii. EVENT PROGRAM
 - iii. CERTIFICATE OF COMPLETION
 - iv. CERTIFICATE OF ATTENDANCE

PERSONAL VEHICLE ITINERARY (LOCATION TO LOCATION – INC MAPQUEST)

DATE	DESTINATION (TO / FROM)	MILES	COST (\$0.565 / MILE)
7/1/13	CO II TO ES BOCES	13.44	7.59
7/3/13	ES BOCES TO CO II	13.44	7.59
TOTAL EXPENSE:			\$15.18

LODGING REIMBURSEMENTS:

1. NO SALES TAX WILL BE REIMBURSE FOR HOTELS IN NEW YORK STATE

MEAL REIMBURSEMENTS:

1. ITEMIZED RECEIPTS- SHOWING STORE NAME & DATE
2. NO GRATUITY OVER 20% WILL BE REIMBURSED
3. MEALS FOR ADDITIONAL GUESTS WILL BE NOT REIMBURSED UNLESS THEY ARE APPROVED TRAVELERS
4. PURCHASES FOR ALCOHOL ARE NOT REIMBURSABLE

MEALS (NO ALCOHOL, NO TIPS REIMBURSED OVER 20%):

DATE	7/1/13	7/2/13	7/3/13					TOTAL
BREAKFAST	5.25	6.50	7.35					19.10
LUNCH	6.75	12.83	9.45					29.03
DINNER	20.16	17.85	36.00					74.01
TOTAL EXPENSE:								\$122.14

EXAMPLE

**LOGWOOD CENTRAL SCHOOL DISTRICT
TRAVEL REIMBURSEMENT VOUCHER**

(PLEASE FILL IN ALL THE INFORMATION REQUESTED - INCOMPLETE FORMS WILL DELAY REIMBURSEMENT)

SUBMITTED BY: KELLY NEVIN DATE SUBMITTED: 07/25/13
 EVENT ATTENDED: ES BOCES CONFERENCE EVENT DATES: 7/1/13 - 7/3/13
 EVENT DESCRIPTION: BOCES CONFERENCE TO LEARN FINANCE MANAGER

***** ALL TRIPS REQUIRE A "MY LEARNING PLAN" AGENDA AND PROOF OF ATTENDANCE *****

LODGING EXPENSES (PROVIDE ORIGINAL RECEIPTS) 150.78

TRAVEL ITINERARY (INC. BUS / TRAIN / AIRFARE - PROVIDE ORIGINAL RECEIPTS) 14.50

PERSONAL VEHICLE ITINERARY (LOCATION TO LOCATION - INC. MAPQUEST)

DATE	DESTINATION (TO / FROM)	MILES	COST (\$0.565 / MILE)
07/01/13	CO II TO ES BOCES	13.44	7.59
07/03/13	ES BOCES TO CO II	13.44	7.59
			0.00
			0.00
TOTAL EXPENSE:			15.19

MEALS (NO ALCOHOL, NO TIPS REIMBURSED OVER 20%)

DATE	07/01/13	07/02/13	07/03/13						TOTAL
BREAKFAST	5.25	6.50	7.35						19.10
LUNCH	6.75	12.83	9.45						29.03
DINNER	20.16	17.85	36.00						74.01
TOTAL EXPENSE:									122.14

OTHER EXPENSES (REGISTRATION FEES, ETC)

DATE	DESCRIPTION OF EXPENSE	COST
7/2/2013	CONFERENCE REGISTRATION FEE	350.00
TOTAL EXPENSE:		350.00

TOTAL TRAVEL REIMBURSEMENT: 652.61

CLAIMAINT SIGNATURE DATE

AUTHORIZING SIGNATURE DATE