Lenape Tech

Employee Expense Voucher Guidelines

1	Please use one expense voucher per conference / travel. All receipts relating to the conference / travel must be attached to the back of the voucher. This includes receipts for charges to the school credit card, Failure to provide itemized receipts will result in loss of reimbursement for that item.
2	Record beginning and ending odometer reading for either personal vehicle or school van. Reimbursement will be according to the approved IRS rate. Travel shall be by the most direct route. The only personal vehicle expenses will be mileage, tolls and parking. List itinerary if trip includes several stopping points. Please try to car pool or use school van.
3	Air travel will be by air coach and arrangements must be made through the Business Office. Attach air ticket voucher.
4	Reimbursement will be made for cost of meals incurred within the county when the employee's attendance at luncheon or dinner meeting is required. Itemized receipts must accompany all reimbursement. If guests are included, furnish names. Failure to provide an itemized receipt will result in loss of reimbursement for that item.
5	Employee will be reimbursed for lodging, airfare, meals, and any expenses to and from the airport. The daily maximum allowance is **$47.00** for three (3) meals, which includes meal, tax and tip. When the trip is less than one day, the following amounts, including tax and tip will be reimbursed: **A Breakfast $10.00** **B Lunch $10.00** **C Dinner $27.00**
6	Reimbursement will be paid for lodging at the lowest available rate per day. Receipts must accompany all reimbursable requests. Failure to provide an itemized receipt will result in the loss of reimbursement for that night's lodging. Undocumented charges on school credit cards will be deducted from the individual's pay per signed authorization on file.
7	If employee is accompanied by a spouse / guest on a trip, the employee is responsible for all expenses incurred on behalf of the spouse / guest.
8	**Non-Allowable Expenses** A Laundry, valet service, barber, movies, personal telephone calls, similar items B Individual travel insurance C Entertainment D Alcoholic beverages
9	Cash advances may be requested for a trip when an employee cannot advance the total funds required for the trip. Expenses that may be requested are limited to estimated registration, meals, lodging and transportation (either mileage for privately owned vehicle, fuel for school van, or fares for common carriers). The cash advance is obtained by presenting an approved Conference Request form to the Business Office. The total of the activity must exceed one hundred dollars ($100) to receive an advance. All itemized receipts must be submitted upon return of trip. Receipts and / or cash must total the cash advance. Failure to submit the itemized receipts will result in a payroll deduction.
10	Expense voucher should be submitted within two (2) weeks of return from conference / travel. This will allow sufficient time for processing of the reimbursement. **Please submit completed and signed expense voucher to Administrative Director for approval.**