# Monroe Township Board of Education

## Travel Reimbursement Checklist

**School Official Travel Date(s)**

All purchase orders for travel reimbursement must include the following items: The School Business Administrator shall not approve or issue payment until all required documentation and information have been submitted and verified. **NOTE**: *No bookings shall be done prior to board approval and the issuing of a Purchase order. Registrations can be done pending board approval.*

_____ A. **Purchase Order**

The appropriate administrator and the Superintendent of Schools or designee shall duly sign the purchase order for reimbursement.

_____ B. **Affidavit/MLP – Copy**

Affidavit shall be completed and signed, noting prior approval dates, along with a copy of MLP. The affidavit shall document all expenses and be signed by the employee. A copy of the detailed itinerary and/or agenda of the travel event must also be attached.

_____ C. **Board of Education Agenda – Showing Approved travel details**

_____ D. **Executive County Superintendent Approval document (if applicable)**

_____ E. **GSA Meals/Incidental Worksheet and GSA Rate sheet**

_____ F. **Receipts**

All paid receipts, including the date and time of expense incurred, shall be submitted.

_____ Hotel (include a copy of the GSA rate sheet)
_____ Airline/Rail (receipt/payment along with 3 comparable quotes)
_____ Taxi/Uber/Lyft
_____ Tolls (Receipts/EZ-Pass Statement)
_____ Baggage
_____ Registration
_____ Other (provide details)

_____ G. **Travel Mileage Commute documentation - google/yahoo maps or mapquest (If applicable)**