FERNDALE AREA SCHOOL DISTRICT
100 DARTMOUTH AVENUE
JOHNSTOWN, PA 15905

FUNDING SOURCE:

____ **ABG**	____ **P720**
____ **District**	____ **Title I**
____ **Drug Free**	____ **Title IIA**
____ **Other** _____	

EXPENSE REPORT

NAME: _____

CONFERENCE/WORKSHOP/SEMINAR/ETC.: _____

LOCATION: _____ DATES: _____

LIST ALL EXPENDITURES DIRECTLY RELATED TO THE ABOVE ACTIVITY INCLUDING PREPAYMENT.
EXPENSES WILL NOT BE APPROVED WITHOUT PROPER DOCUMENTATION/RECEIPTS.

1. WAS SUBSTITUTE REQUIRED? YES _____ NO _____
2. WAS SCHOOL AUTO AVAILABLE? YES _____ NO _____

		PLEASE CHECK:			
		RECEIPT ATTACHED		PREPAID BY FASD	
3. _____ MILES @$.76 PER MILE (effective 07/01/26):_____					
4. TURNPIKE TOLLS:	_____	YES _____	NO _____	YES _____	NO _____
5. PARKING FEES:	_____	YES _____	NO _____	YES _____	NO _____
6. SHARED TRANSPORTATION EXPENSE:	_____	YES _____	NO _____	YES _____	NO _____
7. REGISTRATION:	_____	YES _____	NO _____	YES _____	NO _____
8. LODGING:	_____	YES _____	NO _____	YES _____	NO _____
9. MEALS/GRATUITIES (15% MAX):	_____	YES _____	NO _____	YES _____	NO _____
10. OTHER RELATED EXPENSES:					
a. _____	_____	YES _____	NO _____	YES _____	NO _____
b. _____	_____	YES _____	NO _____	YES _____	NO _____

TOTAL EXPENSES: _____ ACCT: _____

LESS ANY ADVANCE OR PREPAYMENT: _____

AMOUNT DUE EMPLOYEE: _____ CHECK#: _____ DATE: _____

AMOUNT DUE FASD: _____CHECK: _____ CASH: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

APPROVED: YES _____ NO _____ BUSINESS MANAGER _____ DATE: _____

COMMENTS: _____

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"Any employee attending a conference at the direction of the District shall, upon the employee's return, submit a (typed) resume of the conference to the Superintendent for submission to the District." (Article VI Section F)

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cc: Principal/Business Manager/Employee/File

READ INSTRUCTIONS ON BACK!

The Ferndale Area School District encourages the job-related growth and development of its employees through participation in professional conferences and workshops. In expression of this support, the Ferndale Area School Board has approved your attendance at the workshop you requested (see attached).

GENERAL: The District's policy stipulates payment for the following expenses: registration fees, travel costs, lodging, and meal expenses not covered by registration. Released time for attendance and travel during normal working hours will be paid at your normal rate of pay.

IMPORTANT: Hotel/motel reservations, conference/workshop registration, etc. are the sole responsibility of the attendee and should be arranged at your earliest convenience. Additionally, you should make every effort to charge expenses to your personal credit card; reimbursement will be made within five days following submission of conference resume and expense report (copy enclosed); this timely expense reimbursement will allow you to make payment on your credit card account without incurring any interest charges. In the event that your credit card account accrues interest even if payment is made within 30 days, please submit the statement for reimbursement of interest charges.

ADVANCES: The District prefers to make travel advances only in cases of hardship. The Business Office would like such requests submitted ten days prior to the conference/workshop. Typically, the travel advance will be equal to the per diem (see below) times the expected number of travel days. The advance must be accounted for on the expense report by deducting it from your claimed expenses. If the travel advance exceeds the claimed expenses, you must attach a check for reimbursement to the expense report made payable to "The Ferndale Area School District" for the difference.

SCHOOL AUTOMOBILE: If the school automobile is available (contact the High School Principal, for availability), you must reserve it. If the auto is not available, employees of the District are reimbursed at the current IRS rate.

NOTE: The employee assumes liability for his or her personal vehicle in work-related travel. All employees who desire to use their personal vehicles for District business must sign a statement verifying that they have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law.

LODGING: You should select economically priced lodging convenient to your destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the expense report unless such is unavailable, in which case, a credit card receipt is acceptable. Unless accompanied by an additional District employee(s), room accommodations will be honored only for one person per room, per night. All expenses (lodging, meals, etc.) for a non-employee are non-reimbursable. Should a non-employee companion accompany you on a District trip, the "single" rate for lodging should be noted on your copy of the bill and expense report.

PER DIEM: In order to be reimbursed by the District for meal expenses you must submit an **itemized receipt.** A credit card receipt that only includes the total value of the transaction cannot be accepted. Many times you have to specifically ask for this.The Standard Meals & Incidental Per Diem Rate set by the GSA for Pennsylvania includes: Breakfast: $16, Lunch: $19, Dinner: $28, Incidental Expenses: $5, Total M&IE = $68/day, The total for the 1st and last day of travel is $51.00 for travel over 6 hours.These rates include tips (tips should not exceed 15%). Amounts in excess of these limits may not be reimbursed.

EXPENSE REPORT: To ensure that all proper business-related expenses incurred by you are reimbursed, the following procedure has been established:

1. The incurrence of expenditures for which reimbursement will be sought must be approved, in advance, by the Business Office.
2. All District-related expenditures must be accompanied by a receipt or evidence of expenditure to receive reimbursement.
3. All items purchased or charged by you are to be itemized on the approved District expense report (copy enclosed). All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of any extraordinary expenditures must be explained in sufficient detail.
4. Any employee attending a conference at the direction of the District shall, upon the employee's return, submit a resume (copy enclosed) of the conference to the Superintendent for submission to the Board.
5. Expense reports must be signed and dated. Reports are due in the Business Office within 30 days of the expenditure. Reimbursement will be made by the fifth working day following submittal of the report (including conference resume).

Please contact the Business Office if you have any questions regarding the above instructions. We hope you will find this occasion both rewarding and satisfying.