



## TRAVEL EXPENSE VOUCHER

Rome City School District, 409 Bell Road, Rome, New York 13440

Staff Member: \_\_\_\_\_

Home Address: \_\_\_\_\_

School: \_\_\_\_\_

**NOTE:** To ensure proper completion of this form before submission, please refer to Regulation 4027.1, Travel Expense Voucher, located on the reverse side for all information related to appropriate use, i.e. allowable/non-allowable expenses, time frames for submission, necessary receipts, etc.

### MILEAGE ONLY

Date(s)	Start Location	Destination	End Location	# of Miles	Purpose (Reason for trip)

\_\_\_\_\_ miles @ \_\_\_\_\_ \$ per mile = \_\_\_\_\_ \$

### OTHER EXPENSES (tolls, meals, etc.)

Receipts **MUST** be attached

Date(s)	Description (purpose of trip)	Amount
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	<b>TOTAL</b>	\$
	<b>Total - Mileage</b>	\$
	<b>Total - Other</b>	\$
	<b>TOTAL EXPENSES</b>	\$

I certify that the above claim is accurate and that these charges were incurred in the performance of assigned job duties.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Social Security Number (last four only)xxxx-xx-\_\_\_\_\_ or Employee Number: \_\_\_\_\_

Building Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Budget Code \_\_\_\_\_

# REGULATION

## FISCAL MANAGEMENT

4027.1

### TRAVEL EXPENSE VOUCHER

- I. All employees of the District may claim reimbursement for actual and necessary expenses in conjunction with travel on official business. (GML Section 77c)
- II. Meal Reimbursement (Comptroller Subsection 8.1025)
  - A. Meal expenses may not be reimbursed while an employee is performing the usual duties of the office except when:
    1. The official/employee is on approved overnight travel, approved conferences or training sessions.
    2. The official/employee is prevented from taking the time off for a meal due to a pressing need to complete business at hand and the business is of an immediate nature and conducting business at mealtime is essential.
  - B. The cost of meals for any guest may not be reimbursed except in certain circumstances approved in advance by the Superintendent.
  - C. For meal expenses to be reimbursed, a Travel Expense Voucher, BOE Form #59, must be submitted along with **an itemized** restaurant receipt filled out by the restaurant host or waiter. The meal expense form includes date, described purpose and, if applicable, the location outside of the District, length of travel, and guests present as per II (B) above. The original itemized receipts shall be attached to and listed on the Travel Expense Voucher Form.
  - D. Employees are to exercise prudence in purchasing meals for which reimbursement requests will be submitted. Reimbursement of meals will not exceed \$10 for breakfast, \$15 for lunch and \$25 for dinner. Gratuity will be reimbursed up to a 20% maximum. Taxes will be reimbursed up to \$20 per each receipt for in-state purchases. Otherwise, the District's tax exempt form should be used. Receipts in (C) above are required.
  - E. Non-allowable expenses include, but are not limited to, the following:
    - Cost of travelers checks
    - Alcoholic beverages
    - Expenses for an employee's spouse or family
    - Alternative modes of transportation for personal convenience
- III.
  - A. Travel Expense Voucher Form #59 will be used for meetings, mileage, telephone calls, conference reimbursement, and other approved job-related expenses.
  - B. Employees must complete the Travel Expense Voucher Form, attach original receipts, if applicable, and forward the original voucher to the appropriate administrator for approval. One (1) copy shall be retained by the employee.
  - C. Travel Expense Vouchers must be submitted within ninety (90) calendar days after the expenses were incurred, or by the last working day of the fiscal year, whichever is earlier.