

Bradford Area School District
Conference/Workshop
TRAVEL EXPENSE VOUCHER

Attendee: _____ Date Submitted: _____
 Destination: _____ School & Phone Extension: _____
 Name of Conference and Date(s): _____

Instructions are printed on the back of form

Day	Date	Explanation	Miles	\$ Trans- portation	Meals may include 20% tip max.			Lodging	Registration & Misc	TOTALS
					B	L	D			
SUN										
MON										
TUE										
WED										
THU										
FRI										
SAT										
TOTALS:										

List ALL expenses above, including those that were pre-paid. Only itemized receipts will be accepted.

I certify that the above expenses were incurred by me on behalf of the Bradford Area School District.

X _____
Signature of Employee Date

Visitation Report Rec'd X _____
Signature of Administrator Date

Signature of Assistant Superintendent

Do Not Write Below Line

Charge to: _____

 (Account Number)

TOTAL Expenses: \$ _____
Including Prepaid

Amounts Advanced:	Chk #	Date
Mileage _____	#	
Meals _____	#	
Lodging _____	#	
Registration _____	#	
Other _____	#	

TOTAL Advanced: \$ _____

Amount Returned to District \$ _____

Amount Due Attendee \$ _____

150L Rec'd: _____

Bradford Area School District
TRAVEL EXPENSE VOUCHER INSTRUCTIONS

TRAVEL ADVANCES

IRS regulations require that expenses must be substantiated with receipts and that the business purpose be documented.

In some cases it may be necessary for the individual who travels to receive an advance in order to purchase tickets and meet other expenses of the trip. An advance may be given after all approvals are obtained and if time permits. Please note that if a travel advance is involved, expenses must be accounted for in every case. Any unused funds from the travel advance must be returned to the District Office within TWO weeks of the employee's return along with a completed Travel Expense Voucher form and itemized receipts.

EXPENSES

The School District will reimburse an employee for most expenses incurred during a trip on school business. Expenses must be supported by actual **itemized** receipts, excluding small out of pocket expenses (tips). The receipts should include the date, the time and list the items/services purchased to be eligible for reimbursement or to be acceptable as a receipt for the advance. Expenses are for the employee only. Each attendee must submit their own expense sheet.

1. Transportation *(Eff 5/07, Smethport round trip paid at 40 miles for all)*
2. Lodging with itemized receipt
3. Meals \$10/day maximum for day trips OR \$40/day maximum for overnight trips (this includes up to a 20% tip) and only with itemized receipts.
For high expense cities, additional funds can be spent if prior approval is received from the Director of Business Affairs
4. Tolls, parking, taxi, etc with receipt
5. The School District reimburses for mileage with your personal vehicle based on the IRS rate
\$0.555/mile as of 7/1/2011

The following list contains some **non-reimbursable** items:

1. Alcohol
2. Valet parking
3. Personal telephone calls
4. Spouse or family expenses
5. Student expenses
6. Maid service
7. Laundry

REPORTING OF EXPENSES

After returning, ALL attendees must submit a Travel Expense Voucher within two weeks and settle any travel advances within that time frame. An expense voucher is required whether the attendee incurred any expenses or not. Your building administrator must sign all expense vouchers. The expense voucher be must completely supported with **itemized** receipts. **List ALL expenses, including those that were pre-paid.**

A Visitation Report form is also required to be submitted to your building administrator upon your return.

There is a FAQ section within the Professional Development link on the District website. Please refer to it if you have questions.