

TRAVEL EXPENSE VOUCHER

A Travel Expense Voucher and Visitation Report must be submitted for all who have registered online (under the PD System) even if no money is involved. Each employee must submit their own voucher. Listed expenses are for the district employee only. A separate expense voucher must be submitted for each conference you attend, they cannot be combined.

The Travel Expense Form and Visitation Report can be found on the District website, www.bradfordareaschools.org. Click on Employees, then Professional Development Forms (located on left hand side). You must DOWNLOAD both forms.

Completing the Travel Expense Voucher:

1. It must be submitted within 1 week of conference/workshop.
2. List all expenses, include those that were pre-paid.
3. All itemized receipts have to be attached. Only itemized receipts will be accepted for lodging, meals, registration, tolls, parking fees, etc. The receipts must include date, time and list the items/services purchased to be eligible for reimbursement or as a receipt for advances.

Lodging - we pay for room and taxes only. We do not pay for phone calls, maid service tips, laundry services, movies, room service, etc.

Mileage reimbursement is based on the current IRS rate from your point of departure to destination. The District will only reimburse mileage for one (1) vehicle when four (4) or fewer employees are attending the same conference (unless extenuating circumstances exist and an exception is pre-approved by the Superintendent).

Meals – \$51.00/day maximum for overnight trips. One day trips will not be reimbursed. The limit per meal is as follows; breakfast - \$11.00, lunch - \$12.00, dinner - \$23.00, IE (Incidental Expense - tips) - \$5.00. For high expense cities, the IRS rates do increase slightly. Please contact H.R. for details if applicable.

Non-reimbursable items include: Alcohol, valet parking, personal phone calls, spouse or family expenses, snacks, and meal expenses when meals are included in registration fee.

4. Please sign and date the form. Make a copy of everything for your records. Submit forms to your Principal/Supervisor for approval and forward to Charlotte Maley at the Administration Office.
5. If reimbursement is due you, a check will be issued during the next scheduled General Fund check run, providing all paperwork and receipts are in order. If you need to reimburse the district, we will let you know the amount once we have done the calculations. Reimbursement should be made upon receipt of calculation. Please send to the attention of Charlotte Maley.
6. The Visitation Report must be completed and submitted to your building Administrator.

There are no exceptions; the forms must be completed any time an online request is submitted.