

Andover Public Schools

Expense and Travel Voucher Form

To be used for pre-approved travel

PLEASE NOTE: Reimbursement for expenses (including sales tax) must be initiated by submitting an e-req to your building principal for approval by the 15th of the month. Approved form with Purchase Order and receipts are due to Accounts Payable by the 25th of the month.

THE DEADLINE FOR SUBMITTING REIMBURSEMENTS IS THE 15TH OF THE MONTH FOR APPROVAL OF PAYMENT BY THE BOARD AT ITS NEXT MEETING. (Example: Submit e-req by November 15 for Board approval at the December meeting.) Reimbursement checks will be distributed following board approval.

Name_____
Building/Department_____
Date Submitted_____

Expense summary for: _____
(Name of Activity/ /Description of Purchase)

Date(s): _____

Total Amount Approved: (see your processed professional leave request form) _____

Prepaid Expenses: (i.e. pre-registration expenses) _____

Reimbursable Expenses:

Registration _____

Lodging _____

Meals per-diem _____ days @ \$39/day= _____

(or)

Breakfast _____ days @ \$ 7/day= _____

Lunch _____ days @ \$12/day= _____

Dinner _____ days @ \$20/day= _____

Mileage (@ \$.585/mile) _____ Total Miles _____

Toll Fees _____

Miscellaneous _____

Total Reimbursement: _____

Tape receipts to a sheet of paper and attach to expense form. (Receipts are not required for per-diem.)

Employee Signature

Administrator/Director

Budget Code: _____

July 2008/slk

