

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 331-AR-3. TRAVEL AND EXPENSE REPORT FORM

DATE REPORT IS WRITTEN \_\_\_\_\_

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR OFFICE USE ONLY:

Charge To: \_\_\_\_\_  
 Total Expenses: \_\_\_\_\_  
 Ok to Pay: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

CONFERENCE/MEETING: \_\_\_\_\_  
 PERIOD COVERED BY REPORT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Date	Conference Registration	MEALS							Meal Total	Tip Total	TRANSPORTATION				
		Hotel	Breakfast	Tip	Lunch	Tip	Dinner	Tip			Car Rental	Public Trans.	Parking/Tolls	Mileage	Phone
TOTALS															

GRAND TOTAL \_\_\_\_\_

TRAVEL INSTRUCTIONS:

1. Reports are to be typed or printed with ink.
2. Original/Itemized receipts must be attached for all expenditures other than personal vehicle.  
Receipts must be the original, itemized receipt. Credit card receipts WILL NOT be accepted.
3. List tips separately.
4. Mileage allowance for authorized use of personal car is reimbursed at the Board approved IRS rate regardless of number of passengers carried.
5. List all tolls and daytime parking charges.
6. Telephone services will be allowed only when the message clearly involves business. Destinations shall be noted.
7. Premiums for trip insurance are not allowed.
8. All reports must be approved by the Superintendent.
9. No in-house pay TV, movies, etc.
10. The daily rate for meals does not include reimbursement for alcohol.