



**Englewood Public School District
Business Office/DMHS
274 Knickerbocker Road • Englewood, NJ 07631**

Instructions: Expense Reimbursement Voucher for Overnight/Out-of-State Travel

- Record expenses for lodging, meals, and travel for each day associated with overnight travel.
 - >For lodging expenses, enter the amount incurred for each day and the “**Subtotal**” amount for all days.
 - >For meal expenses, enter: 1) the amount spent on food each day, by category (breakfast, lunch, and dinner); 2.) the sum total across for all meal categories, by each day in the “Total” column; and 3.) the total cost of meals for all days in the space for “**Subtotal**”.
 - >For travel expenses, enter the amount spent each day on the specific categories referenced. Add the amounts across for each category, by day and record figure in the “**Total**” column.
 - >Enter “**Subtotal**” amount for all travel related expenses.
 - >Enter “**Grand Total**” amount for Lodging, Meal, and Travel expenses.

Note: For use of personal auto and or taxis, calculate miles driven times (x) \$0.31. Enter the appropriate amounts, where applicable. Use the format below to record information. Record miles driven in the first row and the calculated reimbursement amount(s) in the second row. Transfer these totals to Personal Auto and/or Taxis on the front page. Also, provide support of miles driven through use of Map Quest, Google Maps, Yahoo, etc. Attach information to reimbursement request.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7

- Attach receipts for all expenses incurred for lodging, meals and travel expenses. **Expenses incurred, but not supported by receipts, will not be honored.**
- Arrange expenses on an 8 ½” by 11” sheet of paper for each day and by expense category; i.e., hotel, meals, and travel.
- Enter the appropriate budget code(s) for expenses incurred.
- Before submission to the Business Office, check totals down and across to assure that calculations are correct. **Incorrect calculations will result in return of the form for correction.**
- Sign the reimbursement form (Claimant’s Signature); obtain supervisor’s signature; and submit form to the Business Office for review and processing. **Note: Voucher will be returned without appropriate signatures.**
- Contact the Business Office (ext. 6240) for any questions regarding the Expense Reimbursement Voucher.