

PO # _____
TRAVEL EXPENSE CLAIM
RINGWOOD PUBLIC SCHOOLS

NOTE: ANY TRAVEL MUST BE APPROVED BY PRINCIPAL PRIOR TO TRAVEL

This travel expense claim is a non-payroll reimbursement. Affirming the event:

- a) required a substantially longer than typical business day and/or
- b) required you to sleep or need rest to continue and/or
- c) unforeseen expenses (school vehicle repairs, fuel, etc.)

All reimbursements must be approved for out of district travel and activities or business for the school district. All receipts and event documentation must be submitted within 2 weeks after travel and prior to reimbursement. The school district cannot reimburse state tax.

COMPLETE THE TOP PORTION AND TURN IN WITH ALL SIGNED RECEIPTS.

I, (print name) _____ hereby submit claim for expenses for travel as listed:

Purpose of Trip _____

Trip to (Destination) _____

Date(s) of travel _____, 20_____

Date Claim was submitted: _____, 20_____

Employee Signature: _____

(OFFICE USE ONLY)

Meals- exclude state tax (attach signed receipts) \$ _____

Lodging- exclude state tax (attach signed receipts) \$ _____

Fuel-exclude state tax (attach signed receipts) \$ _____

Miles (current IRS rate per mile) \$ _____

Attached mapquest document for miles

Other- exclude state tax (attach signed receipts) \$ _____

Total Expenses Claimed \$ _____

Verified by: _____
(Business Office Manager)