## PATERSON PUBLIC SCHOOLS TRAVEL EXPENSE REIMBURSEMENT FORM

Name:					Date			
Dept.:					PO#			<u>-</u>
			ations					
	ept. 1, 2008 there is no reimbursement of lodging and meals for in-state sion dated 3/17/2008 to NJSA 18A:11-12			state				
Attach	"Post Travel Report", "Mileage Tracking log", "Original rece	eipts",	sign this	form and for	orward to			
	nts Payable fully approved within 5 days of the event.							
Payme	ent process may take 30 days from date of receipt in the Accoun	ts Paya	able depa	rtment.				
	rse only for attached original receipts) 18A:11-12 & 6A:23A5.9		-			14 1 000	0 (	0 5 (
Date	Description in details		Transportation Miles Parking/Toll		Lodging	Meals \$22 per diem	Conference	Car Rental
							<del>                                     </del>	
							<u> </u>	
							<del> </del>	
Mileage \$	0.31 per mile (for reimbursement attach map quest)							
	Total Miles-attached "Mileage Tracking Log"		0	-				
		TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Grant Total		\$ -
		<u>-</u>						
Employee's signature		•	Date					
Supervise	or's Annroyal	-	Date					
Supervisor's Approval			Dale					

I CERIFY THAT THE ABOVE EXPENSES WERE INCURRED BY ME FOR TRAVELING ON THE DATES INDICATED AND THE VECHILCE USED WAS COVERED BY INSURANCE.