

**Passaic Public Schools**  
**Passaic, New Jersey 07055**  
**Travel Reimbursement Voucher**  
N.J.A.C. 6A:23A- 7.13(b)

**Travel Event:**

Name of Travel Event: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Dates of Travel: \_\_\_\_\_  
Name of Employee: \_\_\_\_\_

**Approval Dates:**

Superintendent of Schools/Designee: \_\_\_\_\_  
Board of Education: \_\_\_\_\_  
Executive County Superintendent (If Applicable): \_\_\_\_\_

**Expenditures; Reimbursable:**

Lodging: \_\_\_\_\_ nights at \_\_\_\_\_ per night \_\_\_\_\_  
Meals/Incidentals (As per GSA Worksheet): \_\_\_\_\_  
Transportation--Personal Vehicle: \_\_\_\_\_ miles at \_\_\_\_\_ per mile \_\_\_\_\_  
Tolls: \_\_\_\_\_  
Transportation--Other (Check One):      Air Travel \_\_\_\_\_ Rail Travel \_\_\_\_\_  
Ground Travel at Event:                      Shuttle \_\_\_\_\_ Taxi \_\_\_\_\_  
Parking: \_\_\_\_\_  
Telephone/Internet Connection \_\_\_\_\_  

**Total Reimbursement** \_\_\_\_\_

**Expenditure Log - Date & Time Required**

In accordance with N.J.A.C. 6A:23A-7.13(a), all persons authorized to travel must note the date and time each expense is incurred. All receipts must have a date and time.

**Receipts -- Attach to Voucher -- Envelope**

All persons authorized to travel shall provide actual original receipts of expenditures (whenever possible) except for meals. Each receipt must have a date and time of when the expense was incurred. Credit card statements shall not be accepted.

**Employee Certification**

I hereby certify that all expenses noted represent "actual and reasonable" expenditures incurred by me at the approved travel event.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Approval Authority**

\_\_\_\_\_  
**Superintendent (or Designee)**

\_\_\_\_\_  
**School Business Administrator**