Travel Expense Voucher

Name of Employee: _____ Date: _____

Address: _____ Department: _____

Destination (include date of trip, address of location visited and reason for trip)	Miles traveled x .30	Bus, taxi or tolls*	Meals*	Hotel*	Other*	Total Expenses

By signing this voucher you certify that each item of expenditure was incurred and was necessary in the service of the City of North Adams and complies with the regulations of the back of this voucher.

*Receipts must be attached to receive reimbursement.

I hereby certify that I have personally examined this statement, that I approve each item of expenses hereon, that each item conforms to the regulations printed on the back, the amounts charges are reasonable, and the expenditures necessary in the service of the City of North Adams.

_____
Superintendent of Schools

I hereby certify that the above amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the City of North Adams and conform fully with the regulations printed on the back of this voucher. Signed under penalty of perjury.

_____
Employee (Your signature does not constitute a receipt)

Date of Item	Remarks .

1. This blank is to be used by all departments for all traveling expenses; it should be totaled vertically and horizontally, signed under penalties of perjury by the person to whom payable and approved by the head of the department or other person authorized by statute to sign scheduled and submitted by the department on a special "schedule for traveling expense bills."
2. Each item of expenditure should be shown under its proper heading or listed on a separate line with detailed information. The space under "remarks" on the back of the voucher should be used freely to explain items, the nature of which is not clear.
3. All charges should be for the exact amount expended or incurred and the exact mileage traveled on official business. Any exception to this regulation must be fully explained under "remarks".
4. In every case the means or transportation which is least expensive to the City of North and which is in the interest of economy, with proper consideration to the circumstances, should be used
5. Gratuities up to 18% are eligible for reimbursement. Alcohol is not eligible for reimbursement.
6. All travel should be reported from work to the destination and destination to work. Travel from home to work and work to home is not reimbursable.