

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

EXPENSE LOG

NAME: _____ CONVENTION/WORKSHOP: _____
 POSITION: _____ LOCATION: _____
 DATE SUBMITTED: _____ DATE: _____

I. CONVENTION/WORKSHOP COSTS:

1. Arrangements must be made by Central Office whenever possible.
2. Documentation is required when submitting your requisition for approval.
3. Spouse costs must be separated and paid by Board Member/Employee upon return.
 (Cost of spouse's meal at special functions are permitted when prior approved.)

a.) Total Package Cost = \$ _____
 or
 b.) Separate Item Cost:
 Transportation: \$ _____
 Hotel: \$ _____
 Registration: \$ _____

II. MEALS, MILEAGE AND INCIDENTALS: Meals paid through registration and/or room rate should not be included.
 (The latest Federal Per Diem rates can be found at www.gsa.gov.)

1. Meal expenses under the federal per diem limits do not require receipts pursuant to N.J.S.A. 18A:11-12o(3).
2. Reimbursement for the first and last travel days, will be reimbursed at 75% of the maximum per diem rate.
3. Fill in grid below.

	Board Approved Totals
Day 1	
Day 2	
Day 3	
Day 4	

Mileage: Approved rate x no. of miles = _____
 Parking and Tolls: Attach receipts = _____
 Other = _____
 Total reimbursement: _____

 Sign and Date	Checked by:
	Verified by: