Passaic Public Schools
Business Office
Passaic, New Jersey 07055

Travel Reimbursement Checklist

The following items must be attached to all purchase orders for travel reimbursement. The School Business Administrator shall not approve or issue payment until all required documentation and information has been submitted and verified.

_____ A. Purchase Order
The purchase order for reimbursement shall be duly signed by the appropriate administrator and the Assistant Superintendent/Chief of Operations.

_____ B. Travel Request Form – Copy
The Travel Request Form shall be completed and signed noting prior approval dates. Attached must be a copy of the itinerary and/or agenda of the travel event.

_____ C. Board of Education Resolution – Copy

_____ D. Executive County Superintendent Approval document (if applicable)

_____ E. Travel Voucher Form – Original
The Travel Voucher Form submitted shall document all expenses and be signed with original signatures of the employee **and Superintendent.** The School Business Administrator shall sign the document upon review of all expenditures.

_____ F. GSA Meals/Incidental Worksheet -- Certified

_____ G. Envelope -- Receipts
All original receipts with date and time of expense incurred shall be placed in an envelope and attached to the Travel Voucher.

_____ H. Copy of Report
All persons authorized to travel shall prepare and submit a brief report explaining the travel event. A copy of the travel report shall be submitted with the purchase order for reimbursement.

_____ I. Personal Vehicle Documentation (If applicable)
Copy of the Vehicle Registration
Copy of the Insurance Identification Card

_____ J. Travel Mileage Commute Worksheet with documentation (If applicable)

- Mapquest
- Google Maps
- Yahoo Maps