Passaic Public Schools
Business Office
Passaic, New Jersey 07055

School Business Travel

The following items must be attached to all purchase orders for School Business 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 of Schools.
_____	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.	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.
_____	D.	Envelope -- Receipts All original receipts with date and time of expense incurred shall be placed in an envelope and attached to the Travel Voucher.
_____	E.	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. (Not required for visitations)
_____	F.	Personal Vehicle Documentation (If applicable) Copy of the Vehicle Registration Copy of the Insurance Identification Card
_____	G.	Travel Mileage Commute Deduction Worksheet
_____	H.	Miles Traveled – Supporting Documentation – attach one of the following: • Map Quest • Google Maps • Yahoo Maps