



## TRAVEL EXPENSE REPORT GUIDELINES

The Travel Expense Report is to be used by Northeastern Catholic District School Board employees to report and claim reimbursement for expenses incurred during travel and for designated school/board business. Refer to policy B-9 Administrative Expenses and its accompanying procedure APB009 Administrative Expenses of

\_\_\_\_\_ transportation, accommodation, seminars, or conferences.

Breakfast	\$15.00
Lunch	\$30.00
Dinner	\$60.00

### **MISCELLANEOUS EXPENSES**

- Employees will be reimbursed for school business related expenses such as registration fees, school supplies, etc., with appropriate prior approval.
- Itemized receipts are required. Interact slips alone are not acceptable.

### **APPROVALS**

Each Expense Reimbursement or Travel Expense Report form must be approved by the authorizing supervisor prior to submission to Accounts Payable for processing. It is the responsibility of the authorizing supervisor to only approve eligible expenses.

### **DUE DATES**

Copies of the completed Travel Expense Report and receipts must be submitted to Accounts Payable within thirty (30) days of the expense. Please allow four (4) weeks for processing.

