

# NORTH TONAWANDA CITY SCHOOL DISTRICT

## ANTICIPATED EXPENSE REQUEST

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Name \_\_\_\_\_ Date of Request \_\_\_\_\_

School \_\_\_\_\_ Department/Grade \_\_\_\_\_

Date(s) of Anticipated Expenditures \_\_\_\_\_

Place of Anticipated Expenditures \_\_\_\_\_

Title of Program \_\_\_\_\_ *attach brochure*

TRANSPORTATION: Auto \_\_\_\_\_ Airline \_\_\_\_\_ Railroad \_\_\_\_\_ Bus \_\_\_\_\_

If by auto \_\_\_\_\_ miles @ .655 (FY 2023) per mile; *attach MapQuestGoogle maps, etc.* \$ \_\_\_\_\_

HOTEL Name \_\_\_\_\_ (less sales tax) \_\_\_\_\_

MEALS: \_\_\_\_\_ Breakfast(s) @ GSA per diem rate \_\_\_\_\_

\_\_\_\_\_ Lunch(s) @ GSA per diem rate \_\_\_\_\_

\_\_\_\_\_ Dinner(s) @ GSA per diem rate \_\_\_\_\_

GSA rate – see attached or go to lookup @ <https://www.gsa.gov/travel/plan-book/per-diem-rates> (Policy 6161)

TOLLS and PARKING \_\_\_\_\_

REGISTRATION FEE \_\_\_\_\_

OTHER \_\_\_\_\_

TOTAL ANTICIPATED EXPENSES \$ \_\_\_\_\_

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Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Approval (If funding activity) \_\_\_\_\_

Date \_\_\_\_\_ Allocation \_\_\_\_\_ Budget Code \_\_\_\_\_

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Educational Services: \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Not Approved: \_\_\_ No Brochure/Announcement \_\_\_ Insufficient Advance Notice

\_\_\_ Insufficient Funds \_\_\_ Other

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THE REQUESTOR IS RESPONSIBLE FOR ALL EXPENSES, INCLUDING REGISTRATION FEES. Payments will only be made to the requestor after submission of a valid Expense Report. Submit only one Expense Report per Expense Request to Educational Services. The New York State Dept. of Audit and Control requires that the supporting ORIGINAL INVOICES be furnished for travel expenses (with the exception of meals which is reimbursed at the GSA rate as per policy 6161) – please attach all supporting invoices to the Expense Report. Be sure to attach a BROCHURE.

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NYS Per Diem Rates Look-Up GSA

2023

Primary Destination	County	Continental Breakfast/Breakfast	Lunch	Dinner
Albany	Albany	\$16	\$17	\$31
Binghamton	Broome	\$14	\$16	\$29
Buffalo	Erie	\$16	\$17	\$31
Floral Park / Garden City / Great Neck	Nassau	\$17	\$18	\$34
Glens Falls	Warren	\$16	\$17	\$31
Ithaca	Tompkins	\$17	\$18	\$34
Kingston	Ulster	\$16	\$17	\$31
Lake Placid	Essex	\$18	\$20	\$36
New York City	Bronx / Kings / New York / Queens / Richmond	\$18	\$20	\$36
Niagara Falls	Niagara	\$16	\$17	\$31
Nyack / Palisades	Rockland	\$16	\$17	\$31
Poughkeepsie	Dutchess	\$16	\$17	\$31
Riverhead / Ronkonkoma / Melville	Suffolk	\$16	\$17	\$31
Rochester	Monroe	\$16	\$17	\$31
Saratoga Springs / Schenectady	Saratoga / Schenectady	\$14	\$16	\$29
Standard Rate	Applies for all locations without specified rates	\$13	\$15	\$26
Syracuse / Oswego	Onondaga / Oswego	\$14	\$16	\$29
Tarrytown / White Plains / New Rochelle	Westchester	\$17	\$18	\$34
Troy	Rensselaer	\$14	\$16	\$29
West Point	Orange	\$14	\$16	\$29

If traveling outside of NYS please go to <https://www.gsa.gov/travel/plan-book/per-diem-rates>