

# NORTH TONAWANDA CITY SCHOOL DISTRICT

## EXPENSE REPORT

Name \_\_\_\_\_ Date of Report \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_

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

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

Nature of Business \_\_\_\_\_

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

If by auto \_\_\_\_\_ miles @ .655 (FY 2023) per mile; *attach Mapquest/Google 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 EXPENDITURES \$ \_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_ BUDGET CODE \_\_\_\_\_

Submitted and Signed by \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Educational Services Signature \_\_\_\_\_

Note: 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) For mileage reimbursement please attach Map printout.

**Requestors traveling together must submit receipts for all expenses individually.** Please submit expense reports at the same time.

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 Anticipated Expense Request.

Payment Authorization \_\_\_\_\_ Date \_\_\_\_\_

Superintendent of Schools

## 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>