

NORTH TONAWANDA CITY SCHOOL DISTRICT

ANTICIPATED EXPENSE REQUEST

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, please request to use the district Dodge Durango by emailing Transportation.

If you are using a district owned vehicle (Durango), estimate cost of gas used \$ _____ OR

If you are driving your own vehicle, use the approved IRS mileage rate:
_____ miles @ .67 (FY 2024) 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 \$ _____

Principal's Approval _____ Date _____

Administrator's Approval (If funding activity) _____

Date _____ Allocation _____ Budget Code _____

Educational Services: _____ Approved by _____ Date _____

_____ Not Approved: _____ No Brochure/Announcement _____ Insufficient Advance Notice

_____ Insufficient Funds _____ Other

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.

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>
