

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 @ .56 (FY 2021) 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

October 2020 - September 2021

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5
Albany	Albany	\$61	\$14	\$16	\$26	\$5
Binghamton	Broome	\$61	\$14	\$16	\$26	\$5
Buffalo	Erie	\$66	\$16	\$17	\$28	\$5
Floral Park / Garden City / Great Neck	Nassau	\$71	\$17	\$18	\$31	\$5
Glens Falls	Warren	\$66	\$16	\$17	\$28	\$5
Ithaca	Tompkins	\$66	\$16	\$17	\$28	\$5
Kingston	Ulster	\$66	\$16	\$17	\$28	\$5
Lake Placid	Essex	\$66	\$16	\$17	\$28	\$5
New York City	Bronx / Kings / New York / Queens / Richmond	\$76	\$18	\$19	\$34	\$5
Niagara Falls	Niagara	\$56	\$13	\$15	\$23	\$5
Nyack / Palisades	Rockland	\$66	\$16	\$17	\$28	\$5
Poughkeepsie	Dutchess	\$66	\$16	\$17	\$28	\$5
Riverhead / Ronkonkoma / Melville	Suffolk	\$71	\$17	\$18	\$31	\$5
Rochester	Monroe	\$61	\$14	\$16	\$26	\$5
Saratoga Springs / Schenectady	Saratoga / Schenectady	\$61	\$14	\$16	\$26	\$5
Syracuse / Oswego	Onondaga / Oswego	\$61	\$14	\$16	\$26	\$5
Tarrytown / White Plains / New Rochelle	Westchester	\$76	\$18	\$19	\$34	\$5
Troy	Rensselaer	\$61	\$14	\$16	\$26	\$5
West Point	Orange	\$61	\$14	\$16	\$26	\$5

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