



PEMBERTON TOWNSHIP SCHOOLS

DANIEL SMITH
School Business Administrator/Board Secretary

JEFFREY HAVERS
Superintendent

REIMBURSEMENT PROCEDURES & GUIDELINES

Mileage

- Mileage – Please complete a **Mileage Expense Sheet** for your mileage.
 - List the date of travel
 - Where you are leaving from
 - Where you are going to
 - Purpose for your travel
 - Number of miles
- Sign and date each **Mileage Expense Sheet** that is being submitted.
- Attach a calculator tape showing your totals. Total each sheet separately with a calculator tape attached to each page.
- Attach your completed **Mileage Expense Sheet** and calculator tape to your Purchase Order voucher.
- Sign the voucher.
- Have your supervisor sign the voucher for approval.
- Submit to Business Office for processing.

Reimbursement

- Must have **ORIGINAL RECEIPTS** to be reimbursed. Copies will **NOT** be honored.
- Receipts **MUST** be **ITEMIZED**. Non-itemized receipts will **NOT** be honored.
- Reimbursement for 3 meals per day (when pre-approved).
- No reimbursement for snacks or alcoholic drinks.
- Reimbursement of tip limited to 15%.
- Proof of payment is required.
- For reimbursement of workshop registration fees, a copy of your registration is required along with proof of payment.
- Attach a calculator tape showing the total being submitted for reimbursement.
- Explain each request for reimbursement on the front of the voucher.
- Sign your voucher.
- Have your supervisor sign your voucher for approval.
- Submit voucher package to Business Office for processing.

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Pemberton Learning Community: Pursuing Excellence One Child at a Time