DUTCHESS COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES 5 BOCES Road Poughkeepsie, NY 12601 TRAVEL/CONFERENCE EXPENSE CLAIM FORM

Name: _____

Address: _____

Please note that this claim form should be submitted in a timely manner

DATE	PURPOSE/LOCATION	MEALS (see note below) Breakfast/Lunch/Dinner	MISCELLANEOUS

Note: Itemized Receipts are required for meal reimbursement. Credit Card receipts will not be accepted. For guest meals, attach the "Meeting/Guest Expense Form" Meal allowance is \$50.00 per day EXPENSES:

MILEAGE EXPENSES: (Enter mileage reimburseme

GRAND TOTAL:

INSTRUCTIONS:

Attach receipts for all non-mileage expenses. Mileage record for use of personal car should be entered on other sic Total mileage cliam amount should be entered on the "MILEAGE EXPENSE" line. Allowable items are actual and n expenditures.

Signature of Claimant	DATE:	
Approval	DATE:	
Budget Code(s):	Business Office Use Only:	
	Vendor # PO #	

MILEAGE EXPENSE FORM

To be used for reporting use of your personal car for routine travel directly related to the performance of your regula supplementary report in connection with conference attendance or other travel outside the area. For further clarifica BOCES Staff Handbook and Administrative Regulations.

TRIP #	DATE	PURPOSE	FROM	то
1.			Location & Address	Location & Address
2.			Location & Address	Location & Address
3.			Location & Address	Location & Address
4.			Location & Address	Location & Address
5.			Location & Address	Location & Address
6.			Location & Address	Location & Address
7.			Location & Address	Location & Address
8.			Location & Address	Location & Address
9.			Location & Address	Location & Address
10.			Location & Address	Location & Address

TOTAL MILES:

(effective 01/01/2016) MILEAGE RATE :

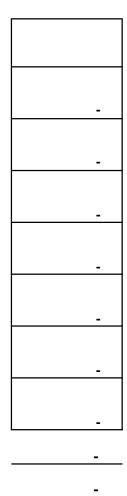
AMOUNT CLAIMED:

We affirm that each of the above trips represents the shortest available distance and fewest miles for this trip.

The exceptions are as follows: Trip # Reason for exception

Trip# Reason for exception

(enter amoun



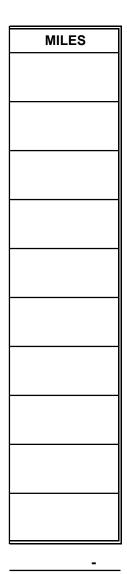
ent from back)

-

de of this form. iecessary

.

ar duties or as a ation, refer to the





-

t on front of claim)
