

JEK/ Rev. 4/06
JEK/ Rev 3/07

**TOWN OF AGAWAM EXPENSE VOUCHER
AGAWAM PUBLIC SCHOOLS**

Date _____

Name _____ Meeting _____ Travel _____ Other _____

Address _____

Time _____ Place _____

Name of Association _____

Date _____ To Date _____

Meals _____ Room _____ # _____ miles x \$.485 _____ Tolls _____

Parking _____ Registration _____ (Other Explain) _____

GRAND TOTAL _____

Original receipts/cancelled check(s) must be attached for room, tolls, parking and registration. A copy of your approved professional day form must be attached.

Authorized by _____
(Academic Coordinators/ Principal) (signature-person receiving reimbursement)

Approved: _____ Charge to acct # _____
John E. Kane, Assistant Superintendent for Business/Human Resources

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- 1. It is necessary to present legal receipts for meals.**
 2. The amount expended for meals must be reasonable. The following were determined to be reasonable amounts:
Breakfast - \$10. Lunch - \$15. Dinner - \$25.
(none on day of departure) (only if return is after 7 p.m.)
 3. The town will not reimburse for any amount expended for alcoholic beverages.
 4. If traveling in a group, do not pick up the tab for others not connected with your department.
 5. Reimbursement cannot be made for entertaining.
 6. Reimbursement is made based on the dollar amount approved on the Professional Development form(s).