

Rev. 12/10/09

**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 \$.50 \_\_\_\_\_ 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 # \_\_\_\_\_  
Patricia A. Cavanaugh, Assistant Superintendent for Business/Human Resources

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).