

INSTRUCTIONS

- 1) Please help us maintain accurate and proper records. In order to do so, *original receipts must accompany expense voucher. Requests for reimbursement for expenses without original receipts will not be processed.*

- 2) Please submit your expense voucher in a timely manner. All expense vouchers must be submitted within 45 days of the close of the fiscal year, which is June 30.

- 3) PASBO committee members are encouraged to register and attend conferences sponsored by PASBO as professional development opportunities. PASBO committee members are encouraged to utilize available time at conferences for the purpose of committee meetings. Scheduling of committee meetings at conferences is a matter of efficient use of precious time and a matter of convenience to committee members, but not meant to supplant participation in conferences. *Therefore, no mileage reimbursement for committee meetings at the PASBO Annual Conference, PA Educational Technology Expo & Conf (PETE & C), PASBO Transportation Conference, or PASBO Food Service Directors Professional Development Program will be approved.*

- 4) List details of other expenditures:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total	\$ _____

- 5) List details of credit:

	\$ _____
	\$ _____
Total	\$ _____

- 6) PASBO staff will gladly make room reservations for committee members needing to travel significant distances. Committee members who make their own lodging arrangements will be reimbursed at the PASBO group rate at the Hampton Inn or actual rate, which ever is lower.

- 7) Properly completed expense vouchers will be processed and mailed within twelve working days after receipt.

- 8) PASBO only reimburses Active, Life or Emeritus members' travel and lodging expenses. Business Associates' and non-members' expenses are not reimbursable.