



New Jersey School Boards Association

413 West State Street • Trenton, NJ 08618 • Telephone: 609.695.7600 • Toll-Free: 888.88NJSBA • Fax: 609.695.0413

ACTION ITEM D

EXECUTIVE COMMITTEE

For Meeting of April 24, 2108

FOR: **ACTION**
 DISCUSSION

FROM: **DR. LAWRENCE S. FEINSOD, EXECUTIVE DIRECTOR**

SUBJECT: **VOUCHERS PAST 30-DAY LIMIT**

Attached for your approval is an expense voucher for Kevin Ciak. This expense report was submitted after 30 days because of Kevin's extremely active schedule as President of the National School Boards Association.

LSF:dm

Attachment

ExpenseWire[®]

Paychex[®] Enterprise Solutions



Pay to the order of:
Ciak, Kevin

3 Vernon Street
Parlin, NJ 08859
USA

Department:



EXPENSE NO: 6979
START TRIP DATE: 1/26/2018
END TRIP DATE: 1/26/2018
ENTERED BY: Ciak, Kevin
SUBMITTED DATE:
PRINT DATE: 4/20/2018

Title & Purpose of the trip:
BOD Meeting

Line Items:

Date	Type	Payment Type	Reimbursable	Amount
1/26/2018	Miles - Board of Directors	Cash	Yes	44.15 USD

Sayreville - Trenton - Sayreville

Net Miles: 81

Mileage Rate: .545

Date	Type	Payment Type	Reimbursable	Amount
1/26/2018	Tolls - Board of Directors	Cash	Yes	4.90 USD

Sayreville - Trenton - Sayreville

Adjustments:

Adjustment Date	Entered By	Amount	Type

Entity(s) Involved:

Entity	Total
None Selected	49.05 USD

Expense Total:	49.05 USD
Not Reimbursable:	0.00 USD
Reimbursable Total:	49.05 USD
Employee Owe Total:	0.00 USD
Amount Due Employee:	49.05 USD

Notes:

Additional Notes	Submitter	Note Posted On

Account Summary:

GL Code	Account Description	Total
01-17-10-60705-0000	Board of Directors	49.05 USD

Expense Type Summary:

Expense Type	Total
Miles - Board of Directors	44.15 USD
Tolls - Board of Directors	4.90 USD

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START TRIP DATE: 1/26/2018

END TRIP DATE: 1/26/2018

ENTERED BY: Ciak, Kevin

SUBMITTED DATE:

PRINT DATE: 4/20/2018

SIGNATURE: _____

DATE: _____

APPROVED BY: _____

DATE: _____

Accounting Use



Faint expense report table with columns for Description, Date, Amount, and Category.