

EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual, and necessary out-of-pocket expenses which are essential to the purpose of the trip and legally authorized and incurred while traveling for school-related business.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs are allowable only for essential transportation. Mileage will be paid at the rate fixed annually by the Board. Tax exemption certificates shall be issued and utilized as appropriate.

The Superintendent of Schools, or designated administrative supervisors, shall determine whether attendance by District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy. The Superintendent or his/her designee shall approve any requests for out-of-state travel.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all original receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required) and submit the same to the appropriate administrator.

Reference: Education Law §§1604(27); 1709(30); 1804; 2118
General Municipal Law §77-b

Revised: November 20, 2001; November 27, 2007; July 22, 2008;
January 17, 2012

EXPENSE REIMBURSEMENT REGULATION

The Superintendent, or designated administrative supervisor, may grant approval for attendance at conferences at District expense subject to the availability of budget funds for such expenses and to the following conditions:

A. Allowable travel expenses are as follows:

1. Travel shall be by the most reasonable and economical method, whether by private automobile, common carrier, or rental car. Time out of the District should be taken into consideration.
2. Reimbursement for use of an employee's automobile will be established by the Board of Education at the annual re-organizational meeting. Where two or more employees are attending the same conference, it is expected that they will travel together. When two or more autos are necessary, the reasons are to be identified in the conference request and their use given prior approval.
3. Where air, railroad or bus transportation is required, the request for conference attendance must indicate the cost of such travel and reimbursement will be for the amount given prior approval. Air travel shall be based on the lowest feasible fare and applicable fees available and shall not exceed regular coach class.

B. Allowable expenses for room and meals are as follows:

1. Lodging: Rates must be identified in the conference request so that any questions may be answered prior to approval. New York State sales tax for lodging cannot be reimbursed. A tax exemption form must be presented to hotels in New York State. Receipted bill must be attached to the claim form.
2. Meal Allowance: Up to \$75.00 per diem, including reasonable gratuity. Receipts are required. Expenses for alcoholic beverages will not be reimbursed. The sales tax added on to a restaurant bill for meals consumed by a District official on authorized business travel is reimbursable by the District as an actual and necessary expense.

C. A registration fee (not dues) may be included as a claimable conference expense, provided such fee is given prior approval.

D. Reasonable tips and necessary miscellaneous expenses (taxis, etc.), will be allowed as itemized.

E. Personal expenses cannot be claimed. The District does not reimburse personal expenses, included but not limited to television, health club facilities, alcoholic beverages, theater and show tickets, telephone calls, and transportation costs unrelated to district business.

F. The Superintendent, or designee, may approve any exception to these regulations.

Revised: July 11, 2006; November 27, 2007; July 22, 2008;
January 17, 2012