

**SOUTH COLONIE CENTRAL SCHOOLS
FINANCIAL SERVICES**

TO: All Administrators and Support Supervisors

FROM: Anjelieeque Martinez, Business Office Manager/District Treasurer AM

RE: Conference/Professional Meeting Reimbursements

DATE: June 8, 2016

Effective July 1, 2016 the Conference/Professional Meeting Reimbursement process has been updated to ensure compliance with both Board Policy and Audit Regulations.

Attached are conference reimbursement forms for the 2016-2017 school year. Conference/Professional Meeting reimbursement claims are to have the following forms attached to the claim form:

- application for conference/professional meeting attendance (must be approved **PRIOR** to conference/meeting.)
- conference report form (if required)
- expense account form

Copies of these forms are attached.

Additionally, receipts must accompany the claim form. Please verify this information is included when approving the claim form.

Please see the attached Travel Permit and Regulations form for further clarification.

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Attachments

copy: Assistant Superintendent for Instruction
Accounts Payable Dept.

**SOUTH COLONIE CENTRAL SCHOOLS
TRAVEL PERMIT AND REGULATIONS
2016-2017 SCHOOL YEAR**

The following language concerning **approved** expenses has been taken from Board of Education Policy and Regulation 6830 and 6830-R.

TRANSPORTATION:

Reimbursement for use of an employee's automobile will be at the standard IRS mileage reimbursement rate. The standard IRS mileage reimbursement rate changes January 1st of each year. **Toll receipts must accompany the claim form.** 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. **A printout showing the travel distance will be required from starting location to ending location using MapQuest.**

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. **Receipts must accompany the claim form.**

HOTEL ACCOMMODATIONS:

LODGING: Rates must be identified in the conference request so that any questions may be answered prior to approval. A tax exemption form is to be presented to hotels in New York State. **Itemized receipted bill must be attached to the claim form.**

MEAL ALLOWANCE: Up to \$75.00 per diem. Alcoholic beverages will not be reimbursed. **Receipts must accompany the claim form.**

If the conference is set up on the American plan, the full amount may be claimed if requested in advance and given prior approval.

MISCELLANEOUS:

A registration fee (not dues) may be included as a claimable conference expense, provided such fee is given prior approval. **A receipt or copy of the canceled check must accompany the claim form.**

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

Personal expenses cannot be claimed.

**SOUTH COLONIE CENTRAL SCHOOLS
APPLICATION FOR CONFERENCE/PROFESSIONAL MEETING ATTENDANCE
2016-2017 School Year
PRIOR APPROVAL REQUIRED**

Please submit this request to your building principal/supervisor

NAME _____ Bldg/Position _____
 CONFERENCE _____
 LOCATION _____ DATE(S) _____

Is a substitute necessary? Yes No. Give a brief statement regarding the theme or purpose of the conference and how the students and/or program will benefit from your attendance. _____

ESTIMATED COSTS

TRAVEL:
 Personal Auto _____ @ \$.54 per mile (2016 IRS Rate) \$ _____
 Other travel expenses: _____ \$ _____
 _____ \$ _____

LODGING: _____ number of nights \$ _____

MEALS: Note number of each: \$ _____
 _____ Breakfast
 _____ Lunch
 _____ Dinner

REGISTRATION FEE: \$ _____

MISCELLANEOUS: Please specify: _____ \$ _____

TOTAL EXPENSES \$ _____

PRINCIPAL/SUPERVISOR'S ACTION:	Date Received: _____
Comments: _____ _____	
Approved: <input type="checkbox"/>	
Disapproved: <input type="checkbox"/> Signature: _____	
Please check box if Conference Report Form is required <input type="checkbox"/>	

