

**SOUTH COLONIE CENTRAL SCHOOLS
CONFERENCE/PROFESSIONAL MEETING
EXPENSE REIMBURSEMENT FORM
2017-2018 School Year**

NAME _____ Bldg/Position _____
ADDRESS _____
CONFERENCE _____
LOCATION _____ DATE _____

Expenses are approved in accordance with Board of Education Policy and Regulation
6830 and 6830-R.
See "Travel Permit and Regulations" for major regulations.

RECEIPTS MUST ACCOMPANY THIS FORM.

TRANSPORTATION:

Personal Auto _____ @ \$.535 per mile \$ _____
(2017 IRS Rate)

Other travel expenses: _____ \$ _____
_____ \$ _____

LODGING: _____ number of nights \$ _____

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

REGISTRATION FEE: \$ _____

MISCELLANEOUS: Please specify: \$ _____
_____ \$ _____

TOTAL EXPENSES \$ _____

I certify that the above account is correct and these expenses have been paid by me.

DATE _____ Signature _____

**SOUTH COLONIE CENTRAL SCHOOLS
APPLICATION FOR CONFERENCE/PROFESSIONAL MEETING ATTENDANCE
2017-2018 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 _____ @ \$.535 per mile \$ _____
(2017 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:

Disapproved: Signature: _____

Please check box if Conference Report Form is required

**SOUTH COLONIE CENTRAL SCHOOLS
TRAVEL PERMIT AND REGULATIONS
2017-2018 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.**

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.

