

Personnel

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

The District recognizes that school district employees, school officials and members of the Board of Education will occasionally be required to travel in order to attend job/district related conferences, meetings, conventions, and workshops. The District will provide reimbursement for such travel and travel related expenses in accordance with this policy.

The Board of Education shall determine whether attendance by Board of Education members, at any conference or professional meeting, is in the best interest of the District and is eligible for reimbursement of expense under this policy.

The Superintendent of Schools or his/her designee 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.

Every effort will be made to minimize travel related expense when alternate travel, meal, and accommodation arrangements are available. The District expects that employees will plan ahead when making travel arrangements (lodging and air travel) so as to reduce the expenses associated with these items. The District acknowledges that spouses may, on occasion, accompany a claimant involved in authorized travel. However, the District will not reimburse any expenses incurred as a result of the spouse's travel.

Purpose

The purpose of this policy is to establish criteria for expense prepayment and maximum reimbursement allowances for authorized travel within and outside the District. Actual reimbursement for expenses incurred as a result of travel will be contingent upon the submission of a Travel Authorization Form supported by appropriate receipts and approval.

Prepayment

Whenever possible, expenses for an authorized conference should be prepaid. This is most applicable in the case of airfare and conference registration fees. Prepayment will be made upon presentation of the proper information attached to the conference approval at least two weeks prior to the conference.

In the event that the Superintendent of Schools or a designee requests that a staff member attend a conference, the District will prepay registration fees, public transportation costs, and required deposits. All other expenses incurred by those attending a meeting under such circumstances shall be reimbursed in accordance with this policy.

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Travel Allowance

- A. Air Travel: Reimbursement for authorized air travel will be based upon actual expenses incurred provided the approved Travel Authorization Form is supported with appropriate receipts and provided that efforts have been made to minimize air travel expense.
- B. Automobile Travel: Reimbursement for authorized automobile travel utilizing a personal vehicle will be based upon the Board approved, or contractually approved rate.

In the event that repairs to a privately owned vehicle are necessary while involved in authorized surface travel, the cost of such repairs shall not be reimbursable by the District.

Lodging and Meal Allowance

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Reimbursement for meal expenses for overnight travel should follow the United States General Services Administration per diem rates which can be found at website whenever possible: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

- A. Lodging: Reimbursement for lodging expenses as a result of authorized travel will be at the actual rate incurred, provided the approved Travel Authorization Form is supported by an appropriate receipt and provided that the efforts have been made to minimize lodging expenses. For all lodging in New York State, it is the claimant's responsibility to use the district's tax exempt certificate. No New York State sales tax will be reimbursed by the District.
- B. Meals: Reimbursement for meal expense incurred as a result of authorized travel, will be fixed dollar amounts as follows: Breakfast \$12.00; Lunch \$18.00; Dinner \$30.00. When meals are included with lodging or included in the conference registration fee, reimbursement for those meals will be excluded. All other meals on the same day will be reimbursed according to the aforementioned schedule.

Note: All reimbursements are based upon submission of the proper expense documentation (invoices, receipts, etc.). Itemized meal receipts must be submitted to the business office for reimbursement to be made. Credit card receipts will not be sufficient for reimbursement.

Incidental Expenses

Reimbursement for incidental expenses incurred as a result of authorized travel, such as toll road and bridge fees, vehicle parking fees, limousine service charges to and from airports, taxi fees, and the like, will be paid at the rate incurred, providing the voucher claim is supported with appropriate receipt and the rate incurred is considered normal and customary.

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Registration Fees

Reimbursement for registration fees paid as a result of attendance at an authorized conference will be based upon actual expenses incurred, provided the approved Travel Authorization Form is supported with appropriate receipts.

Car Rental

Reimbursement of rental car expense will only be authorized if approval to rent a vehicle is granted in writing by the Superintendent of Schools prior to the start of travel.

Travel Authorization Form

The Travel Authorization Form shall be utilized by all claimants submitting a claim for reimbursement under the provisions of this policy.

The District is exempt from Federal, State and municipal sales and excise taxes, and will not honor claims for reimbursement of funds expended for taxes unless the claimant can demonstrate that every effort to exempt payment was unsuccessful. The District will not reimburse New York State sales tax for accommodations under any circumstances. The Purchasing Agent will issue a tax exempt certificate to individuals at their request prior to initiating authorized travel.

Proof of Attendance

The district requires that conference attendees furnish proof of attendance which may include a certificate of attendance, a name badge or other materials from the conference. All requests for reimbursement are subject to approval of the claims auditor.

General Municipal Law Section 77-b(2)

Adoption Date: May 22, 2013