

EAST QUOGUE UNION FREE SCHOOL DISTRICT

EXPENSE REIMBURSEMENT

Policy 6830

Members of the Board of Education, school officials and staff members shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities. Only necessary expenditures will be reimbursed. Tax exemption letters shall be issued and utilized only for official school related business.

The Board of Education shall determine, by duly adopted resolution, whether the attendance of members of the Board of Education at any conference or professional meeting is in the best interest of the School District and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools, or designee, shall determine whether attendance by School District staff at any conference or professional meeting is in the best interest of the School District and whether such staff members are eligible for reimbursement of expenses under this policy within budgetary allocations.

To obtain reimbursement prior to expending School District funds, the claimant must:

- Submit a conference request form and a requisition with the approved conference request form; and
- Obtain a purchase order number.

Once a request is approved, and after travel has occurred, the claimant must submit the following to the Business Office:

- complete and sign a claim for reimbursement
- attach all receipts or other expense documentation, together with a copy of the approved conference request form from the School District's online approval system; and
- provide a completed conference attendance certificate.

Reimbursement shall only be made after such claim has been audited and cleared for payment.

Day Travel

When an employee engages in travel which does not result in overnight travel, only transportation and registration costs are eligible for reimbursement. If travel extends beyond the regular business day, the School District will reimburse the employee for meals.

Overnight Travel

Persons traveling on School District-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The School District will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. GSA rates can be found at <https://www.gsa.gov/portal/content/104877>.

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of School District business. When the lodging rate is pre-determined by the

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organization sponsoring the event, lodging costs shall be reimbursed at a rate not in excess of the rate charged by the convention/event hotel, notwithstanding what the federal travel reimbursement rate is. When a Board of Education member or a school official or staff member engages in overnight travel, that individual may also be reimbursed for meals, registration costs, and miscellaneous other expenses, as defined below, but not for personal expenses.

Hotel accommodations that exceed the GSA rate or the rate charged by the convention/event hotel rate will be reimbursed only if approved by the Board President (for members of the Board of Education and the Superintendent of Schools) and the Superintendent of Schools (for all others) prior to the stay. Notwithstanding the foregoing, when the purpose of staff travel is to chaperone or accompany students to a school-sponsored or school-related event, the lodging rate of the hotel at which the student(s) are staying will determine the lodging rate for the employee to be paid by the School District.

Method of Transportation

Travel shall be by the most economical and practical means as determined by the School District, whether by private automobile, school vehicle, rental vehicle or common carrier such as bus, train, or airplane. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board of Education member or school officer or staff member health and safety, the cost of the school officer's or staff member's time, and the impact on the Board of Education member's or school official's or staff member's ability to efficiently conduct School District-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

Personal Vehicle

In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for School District-approved travel. Employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Tolls and parking fees are also eligible for reimbursement. Repairs, maintenance and vehicle fluids (including, but not limited to, fuel and oil) are not reimbursable.

Rental Vehicle

Although the use of rental vehicles may be necessary when travel is required out of the area for school-related purposes, rental vehicles are generally not permitted for local travel. In lieu of mileage, vehicle rental charges and fuel costs for travel out of the area incurred by Board of Education members or school officials or staff members may be submitted for reimbursement, provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost.

Airline and Railroad Travel (Long Distance or Overnight Travel)

Transportation by airline or railroad may be reimbursed for or paid for by the School District only

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in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The School District shall carefully consider alternatives to overnight travel prior to authorization.

Other transportation costs such as taxi cabs are allowable only for essential transportation.

Meals

Reimbursement for meal charges, excluding gratuities, may be had for meals when traveling, subject to the limits defined below. Detailed bills must be submitted to justify reimbursement of meal expenses. A credit card receipt which does not show the individual items comprising the total will generally be insufficient to warrant reimbursement, unless the Business Office determines that a detailed check or bill was not available. The cost of any alcohol shall not be reimbursed under any circumstances.

Reimbursable meal charges, excluding gratuities, for persons traveling for School District-related business shall be as follows:

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|-------------|----------|
| • Breakfast | \$ 16.00 |
| • Lunch | \$ 18.00 |
| • Dinner | \$ 40.00 |

Daily not to exceed: \$ 74.00

Reimbursable Expenses

Conventions, Seminars, Conferences

Registration, workshop and other fees as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the School District. Cost for non-essential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the School District.

Tipping and Gratuities

Reimbursement for tips and gratuities, to a maximum of 20%, such as at lodging establishments and restaurants, is permitted. Tips and/or gratuities in connection with transportation services shall not exceed \$40. Documentation must be provided for all requests for reimbursement for tips and/or gratuities.

Miscellaneous Other Services

A Board of Education member or school officer or staff member, when traveling for School District business or under other circumstances, may be required to use fax, express mail, photocopying, postage, modem connection or other incidental offices services. These expenses are reimbursable if for official School District purposes only. The Board of Education member, school officer or staff

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member must document the date, time and purpose and provide receipts.

Non-Reimbursable Expenses

Parking and Traffic Violations

Any fines and/or penalties associated with a motor vehicle violation which were incurred during School District-approved travel are not reimbursable.

Personal Expenses

The School District does not reimburse persons traveling on School District-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to School District business.

Cross Ref:

Ref: Education Law §§1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

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