

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 legally authorized and incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate set annually at the re-organizational meeting. Tax exemption certificates shall be issued and utilized as appropriate.

The Board, by majority vote, shall determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine, in the first instance, 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.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all 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, and after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy and shall be reviewed annually and revised as appropriate.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Adoption date: October 7, 2007

TRAVEL REIMBURSEMENT
MEALS AND LODGING

Recognizing the importance of employee travel outside the school district for conferences and other school related affairs, it is the policy of the school district to reimburse or defray certain expenses incurred in approval travel.

To insure uniform treatment of employees, it is important to set the following standards for reimbursement:

LODGING – Reimbursement will be at the standard single room rate for individual employee or standard double room rate for two (2) employees.

MEALS – Reimbursement shall not include alcoholic beverages and shall defray expenses including tax up to:

Breakfast	\$10.00 per person
Lunch	\$15.00 per person
Dinner	\$25.00 per person

*For this regulation, the term “employee shall included members of the Board of Education and other persons on authorized district business. Receipts must be presented.