

MEMORANDUM

TO: All Administrators
All Budget Supervisors

FROM: Bruce H. Singer
Assistant Superintendent for Business

DATE: July 30, 2007

RE: BOARD OF EDUCATION POLICIES
ADOPTED ON JULY 5, 2005

Please be advised that at the July 5, 2005 Board of Education adopted the following policies:

Meals
Travel Reimbursement
Use of Cell-phones

Attached you will find a copy of the meal and travel reimbursement policy.

Please share these policies with your staff to ensure that all are following the guidelines of the policies.

Please note if reimbursement is requested for something that is not within the Board of Education policy, reimbursement will not be made.

In the event you have any questions or concerns, please do not hesitate to contact me.

BHS:clp
Cc: Catherine Nocco
Judy Moore
Ron Sacks

BoardofEducationPolicies-7-30-07

MEALS AND REFRESHMENTS

The Board of Education recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at district meetings or events, which are being held for a district or educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the appropriate Building Administrator. Meal requests may be approved when:

- officers and/or employees of the district will be prevented from taking time off for food consumption due to a pressing need to complete business at hand;
- the district is faced with business of an immediate nature and meetings of district employees are essential at mealtimes;
- the district wishes to recognize the services provided by volunteers or other unsalaried members of the district (in such cases, however, only the meals of those being recognized may be reimbursed and the cost of the meals must be reasonable).

An example of an authorized expenditure would be refreshments and/or meals for staff assigned to participate in assessment day grading of standardized tests.

All expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the district's Business office for the purposes of audit and possible reimbursement.

Ref: NYS Constitution, Article VIII, Section 1 (constitutional prohibition against gifts).

Education Law Section 2118

Ops. St. Compt. 77-667; 79-522; 82-66; 82-213; 82-298; 83-57; 98-2

Adoption date:

TRAVEL REIMBURSEMENT

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 expenses necessary to the purpose of travel shall be reimbursable. Tax exemption certificates 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, school officials and staff members at any conference or professional meeting is in the best interest of the district and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools shall make a recommendation to the Board of Education of whether attendance by district staff at any conference or professional meeting is in the best interest of the district and whether such staff members are 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 Business Office.

Day Travel

When an employee engages in travel which does not result in overnight travel, only transportation, one meal, in an amount which shall not exceed the monetary caps for meals set forth below, and registration costs are eligible for reimbursement. Reimbursement for lodging is generally not permitted in these travel situations unless it is necessary to complete school district business. In such cases, the district will reimburse for actual lodging fees up to the maximum lodging fees set by the federal government for that location.

Overnight Travel

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of school district business. Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent) and the

Superintendent (for all others) prior to the stay. The traveler may also be reimbursed for meals subject to the caps provided below, registration costs, sundry expenses and incidental office expenses, as defined below, but not for personal expenses.

Personal Vehicle

In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for district-approved travel. Employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Toll and parking may also be eligible for reimbursement. Repairs, maintenance and vehicle fluids 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. Vehicle rental charges 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 by the District only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The District shall carefully consider alternatives to overnight travel prior to authorization. The most economical and practical means of transportation should be selected. 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 school officer or staff member time and the impact on the board of education member's or school official's or staff member's ability to efficiently conduct district-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be as follows:

- Breakfast \$10.00
- Lunch \$20.00

- Dinner \$40.00

OR

Daily Total \$70.00

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 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 District. Cost for nonessential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the District.

Tipping and Gratuities

Reimbursement for customary and reasonable tips and gratuities such as at lodging establishments, restaurants and for transportation services is permitted. If possible, documentation should be provided.

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

Parking and Traffic Violations

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

Adoption date: