West Islip Union Free School District

BUSINESS EXPENSE REIMBURSEMENT CLAIM FORM

Name:_____ **School:**_____

Reason for Business Expense:

(●) Conference ( ) Workshop/Seminar ( ) Professional Association Meeting

( ) Other (specify):_____

Proof of attendance form must be submitted with the Business Expense Reimbursement Claim Form. Guidelines for business expense reimbursement claims are included on the reverse side of this form.

Date:								
	Sun.	**Mon.**	**Tues.**	**Wed.**	**Thurs.**	**Fri.**	**Sat.**	
Expense Category								**Category Total $**
Meals/Food								
Lodging								
Mileage Reimburse. *(at current IRS rate)*								
Car Rental *(must be pre-authorized)*								
Air/Railroad/Bus Fares								
Parking & Tolls								
Taxi, Rideshare & Local Fares								
Registration Fees								
Other								

Total Reimbursable Expenses: $_____

Employee Signature:_____ **Date:**_____

Revised 3/2022

BUSINESS EXPENSE REIMBURSEMENT CLAIM FORM GUIDELINES

**Note: Proof of attendance must be submitted with the reimbursement claim form in order for the reimbursement form to be processed.*

School District employees and members of the Board of Education will be reimbursed for approved expenses incurred while traveling out of the district for school and/or district related activities. Approved expenses and their respective reimbursement criteria are delineated below. Reimbursement claim forms and the accompanying documentation MUST be submitted by June 30th of the current school year. Failure to do so will result in a denial of the reimbursement request.

TRANSPORTATION	
Related cost:	**Documents necessary for reimbursement:**
Airfare will be reimbursed to an amount not to exceed coach class fare.	The paid receipt portion of the ticket must be included/submitted with the claim form.
Train and/or bus fare will be reimbursed to an amount not to exceed coach class fare.	The paid receipt portion of the ticket must be included/submitted with the claim form.
Private car mileage will be reimbursed at the current IRS reimbursement rate.	A copy of Google Maps, or a similar application, that denotes the number of miles traveled must be included/submitted with the claim form.
The cost of tolls and/or parking will be reimbursed.	The paid receipts for tolls and/or parking must be included with the claim form.
Rental car costs will be reimbursed to an amount not to exceed an economy car, and only if prior approval is authorized in advance by the Superintendent of Schools.	The paid receipt for the rental car and the prior approval authorization must be included with the claim form.
Taxis, rideshare or Uber will be reimbursed if no other forms of transportation are available. **Note that tips will **NOT** be reimbursed.*	The paid receipt of the taxi cab fare must be included with the claim form.

MEALS	
Related cost:	**Documents necessary for reimbursement:**
Meals will be reimbursed up to $75.00 per day. ** Alcoholic beverages will **NOT** be reimbursed.* ** Cash tips will **NOT** be reimbursed.* ** Receipts that contain costs for anyone other than the individual employee will **NOT** be reimbursed.*	- The paid receipts for all meals must be included with the claim form. The paid receipts must be itemized and dated. - Each employee and/or Board of Education member is responsible for submitting their own paid receipts with their respective claim form.

HOTEL	
Related cost:	**Documents necessary for reimbursement:**
Hotel costs for a single occupancy room, for the dates that a conference and/or business meeting is scheduled will be reimbursed. **Hotel costs for any additional dates will **NOT** be reimbursed.* **Room upgrades will **NOT** be reimbursed.* **Room service expenses will **NOT** be reimbursed.* **Tips for maid service will **NOT** be reimbursed.*	The itemized hotel paid receipt must be submitted with the claim form for reimbursement. The paid receipt must contain the date(s) of stay. **If the hotel is in New York, you are required to supply the hotel with the District's tax exempt ID #: 11-6002019**

OTHER: EXPENSES THAT ARE NOT REIMBURSABLE	
Include but are not limited to the following:	
Bar bills	Non-related hotel expenses
Theater and show tickets	Other non-related expenses determined by the District
Non-related transportation expenses	