

POLICY

2016

6161
1 of 2

PERSONNEL

SUBJECT: TRAVEL AND CONFERENCE EXPENSES

School district employees will be reimbursed for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school district related activities that have been pre-approved by the Superintendent of Schools. The Superintendent of Schools shall determine whether attendance by district staff at any conference or professional meeting is in the best interest of the school district and eligible for reimbursement of expenses under this policy and in accordance with accompanying regulations.

All reimbursable travel must have a completed Travel Request Form on file which has been approved by the appropriate supervisor. Travel request forms must detail the conference name, sponsoring agency, date and times, location and estimated expenses associated with travel. A copy of the conference or workshop registration form must be attached to the travel request form.

Reimbursement will be made for expenses covering meals, mileage, lodging, conference fees, airfare, parking and tolls. Mileage will be paid for use of a personal car at a rate fixed by the IRS for business travel and approved by the Board. Reimbursement for gasoline will only be made when using a district vehicle for travel. Meals will be reimbursed at a per diem rate set by the Board.

Reimbursement will not be made for alcohol, gratuity, NYS sales tax, telephone calls, entertainment or other personal expenses. Expenses incurred or caused by family members or guests while traveling will not be reimbursed. Expenses incurred for personal travel made before, during or immediately following a conference will not be reimbursed.

To obtain reimbursement, the staff member must complete and sign the Travel Expense Claim Form, attach all itemized original receipts or other expense documentation, together with a copy of the approved Travel Request Form, and submit to the appropriate administrator. Reimbursements will not be made based on photocopies of receipts or credit card receipts. Reimbursements must be requested within 30 days of the travel.

In order for an expense to be considered "actual and necessary," an expenditure must have been made, been incurred of necessity, and the amount of expense must be no greater than reasonably necessary. Conference travel must be made utilizing a cost-effective and reasonable method of travel. Spending lavishly on deluxe hotels, extravagant meals and expensive transportation are not expenses that are necessary and therefore are not an appropriate use of public funds.

POLICY

2016

6161
2 of 2

PERSONNEL

All travel reimbursements will follow the internal claims audit process. Travel request forms, travel expense forms and all original supporting documents must be examined by the internal claims auditor for completeness, accuracy and reasonableness prior to any payment. All improper claims must be reported to the Board of Education.

Employees who do not adhere to the Travel and Conference Policy and Procedure will be denied reimbursement for travel expenses.

Adopted: 1/27/97

Revised/Adopted: 9/30/10

Reviewed: 1/14/16