

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 fixed by the federal Internal Revenue Service for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

The Superintendent shall determine whether attendance by district staff at any conference, workshop, 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 submit the same to the appropriate administrator.

Regulations concerning expense reimbursement shall be developed and shall be reviewed annually by the Board of Education Finance Committee and revised as appropriate.

*If a district employee, official, or member of the Board of Education fails to attend a conference, convention, or workshop, and the deadline for reimbursement of any expenses (i.e., registration fee, hotel deposit) has passed, then these expenses will be reimbursed by the district employee, official, or member of the Board of Education to the district. (Exception: An emergency situation reported to the Superintendent [by the district employee or official] or to the Board President [by a member of the Board of Education].)

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

Approved: July 1, 2001

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