

Expense Reimbursement for Travel Expenses

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 established by the Board of Education at its reorganization meeting. Tax exemption certificates shall be issued and utilized as appropriate, to avoid sales tax costs.

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 the standard claim voucher, attach all itemized receipts or other expense documentation, together with a copy of the approved conference request and conference evaluation report. The required documentation shall be submitted to the business office and approved by the Superintendent and paid after such claim is audited.

The following rule shall guide the reimbursement of school related travel expenses. Regulations concerning expense reimbursement shall be reviewed and revised as appropriate.

Regulations

Transportation:

1. Travel shall be by the most economical method, whether by automobile, school vehicle, or common carrier such as bus, train, or airplane.
2. If travel is by private automobile, mileage shall be reimbursed at the level approved by the Board of Education, at its reorganization meeting, for business travel.
3. Rental car expenses shall be reimbursed only with prior approval and documented by receipt.

4. Air travel is allowed when approved by the Board President or Superintendent of Schools. Air travel shall be at the lowest fare available and shall not exceed coach class fare.

Lodging:

1. Persons traveling on district-related business are expected to secure reasonable rates for the necessary hotel accommodations.
2. When the lodging rate is offered by the sponsoring organization, the traveler shall secure a room rate at no more than the pre-determined rate. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate will be reimbursed only if approved by the Board President (for Board members or Superintendent) and by the Superintendent for all other employees.

Meals:

Reasonable meal charges, including gratuities, for persons traveling for district-related business will be allowed.

Personal Expenses:

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, sporting event ticket, telephone calls and transportation costs unrelated to district business.

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