EXPENSE REIMBURSEMENT Policy 3700

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 necessary expenditures will be reimbursed. Tax exemption letters 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 at any conference or professional meeting is in the best interest of the School District and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools, or designee, shall determine whether attendance by School District staff at any conference or professional meeting is in the best interest of the School District and whether such staff members are eligible for reimbursement of expenses under this policy within budgetary allocations.

For employees to obtain reimbursement prior to expending School District funds, the employee must:

- Submit a conference request form and a requisition with the approved conference request form; and
- obtain a purchase order number.

Once a request is approved, and after travel has occurred, the employee must:

- complete and sign a claim for reimbursement and submit same to the Business Office;
- attach all receipts or other expense documentation, together with a copy of the approved conference request form from the School District's online approval system; and
- provide a completed conference attendance certificate or registration badge and submit the same to the Business Office.

For Board of Education members to obtain reimbursement prior to expending School District funds, the Board of Education President must first approve the expense. Once the Board of Education President has approved the expense, the Board of Education member must submit claim for reimbursement to the District Clerk.

Reimbursement shall only be made after such claim has been audited and cleared for payment.

<u>Day Travel</u>

EXPENSE REIMBURSEMENT Policy 3700

When an employee or Board of Education member engages in travel which does not result in overnight travel, transportation, meals, and registration costs are eligible for reimbursement. -

Overnight Travel

Persons traveling on School District-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The School District will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. GSA rates can be found at http://www.gsa.gov/portal/content/104877.

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of School District business. When the lodging rate is pre-determined by the organization sponsoring the event, lodging costs shall be reimbursed at a rate not in excess of the rate charged by the convention/event hotel, notwithstanding what the federal travel reimbursement rate is. When a Board of Education member or a school official or staff member engages in overnight travel, that individual may also be reimbursed for meals, registration costs, and miscellaneous other expenses, as defined below, but not for personal expenses.

Hotel accommodations that exceed the GSA rate or the rate charged by the convention/event hotel rate will be reimbursed only if approved by the Board President (for members of the Board of Education and the Superintendent of Schools) and the Superintendent of Schools (for all others) prior to the stay. Notwithstanding the foregoing, when the purpose of staff travel is to chaperone or accompany students to a school-sponsored or school-related event, the lodging rate of the hotel at which the student is staying will determine the lodging rate for the employee to be paid by the School District.

Method of Transportation

Travel shall be by the most economical and practical means as determined by the School District, whether by private automobile, school vehicle, rental vehicle or common carrier such as bus, train, or airplane. Additional factors, including the number of people traveling, distance, luggage and materials to be transported, meeting schedules, Board of Education member or school officer or staff member health and safety, the cost of the school officer's or staff member's time, and the impact on the Board of Education member's or school official's or staff member's ability to efficiently conduct School District-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

Personal Vehicle

EXPENSE REIMBURSEMENT Policy 3700

In certain instances, it may be appropriate for Board of Education members, school officials or employees to use their personal vehicles for School District-approved travel. Board of Education members and employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Toll and parking are also eligible for reimbursement. Repairs, maintenance and vehicle fluids (including, but not limited to, fuel and oil) are not reimbursable. Reimbursement for travel to/from conferences held within the boundaries of the School District will not be permitted.

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. In lieu of mileage, vehicle rental charges and fuel costs 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 for by the School District only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The School District shall carefully consider alternatives to overnight travel prior to authorization.

Other transportation costs such as taxi cabs or ride share services are allowable only for essential transportation.

Meals

Reimbursement for meal charges may be had for meals when traveling, subject to the limits defined below. 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 be insufficient to warrant reimbursement, unless the Superintendent of Schools determines that a detailed check or bill was not available. The cost of any alcohol shall not be reimbursed under any circumstances.

Reimbursable meal charges for persons traveling overnight for School District-related business shall be no more than One Hundred Fifty ($150.00) Dollars per day. Notwithstanding the foregoing, meals shall not be reimbursed if provided, and available at the conference or workshop.

Daily conferences: Reimbursement to staff will not be made for meals in connection with attendance at one day conferences, except with the prior written approval of the Superintendent of Schools which shall be subject to a maximum daily reimbursement of Forty and no/100 ($40.00) Dollars. Board of Education members may be reimbursed for meals which occur during the day conference if meals are not provided at the conference subject to a maximum daily reimbursement of Forty and no/100 ($40.00) Dollars.

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

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.

Non-Reimbursable Expenses

Tipping and Gratuities

The School District shall not reimburse for tips and gratuities except for meals and transportation services; such as taxi cabs and ride share services as set forth above. Reimbursement for meals and transportation services may include reasonable gratuities of up to 18% of the cost for the entire group.

Parking and Traffic Violations

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

EXPENSE REIMBURSEMENT — Policy 3700

Personal Expenses

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

Cross Ref: 8231 School Board, Conferences, Conventions, Workshops

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

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