

Non-Instructional/Business
Operations**SUBJECT: REIMBURSEMENT FOR CONFERENCES, TRAVEL, AND MEAL
EXPENSES****Conferences/Travel Outside of the District**

Conference travel will be for official business and will be made utilizing a cost-effective and reasonable method of travel. Employees should complete the *Request for Use of District Vehicle* form if applicable.

All conference travel must have a completed Conference Request Form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves those Conference Requests which have reimbursable employee expenses.

Reimbursement Procedure:

All conference reimbursement requests must be submitted using a *Conference Reimbursement Request Form*.

Expenses for overnight-approved travel will be reimbursed when accompanied by original itemized receipts for lodging and other reimbursable expenses.

Daily meal expenses will be reimbursed at the lower of actual receipts or the per diem allowance for Meals and Incidentals established by the U.S. General Services Administration that is current to the date(s) of travel. Original, itemized receipts for all meals must be submitted, and no alcoholic purchases will be approved.

New York State sales tax cannot generally be reimbursed. Sales tax may, however, be reimbursed when such costs constitute an actual and necessary expense. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

Original receipts are required when submitting for parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

Meal Expenses Incurred for Meetings in District

It is the position of the New York State Comptroller's Office that meals of public officers and employees may not be reimbursed or paid by the municipal entity unless the officer or employee is traveling outside his/her regular work area on official business.

However, where the District is faced with business of an official nature between two or more people, and the meeting(s) is not or cannot be scheduled during a common school day work period, meals may be provided and considered a proper municipal expense.

(continued)

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EXPENSES (Cont'd.)**

Before meal expenses can be reimbursed or paid, a claim form must be submitted with the original receipt; or alternatively, an electronic Work Order request for the meal must be made on the District's event management system. The claim form or Work Order must indicate the meeting's purpose, date/time, and location.

These guidelines do not apply to refreshments at staff meetings where the cost is less than \$1.50 per participant.

General Municipal Law § 77-b(2)

NOTE: Refer also to Policy: #6160 – Professional Growth/Staff Development

Adopted: 11/21/2005

Revised: 1/11/2021