

TRAVEL EXPENSE REIMBURSEMENT

School district officers and employees shall be reimbursed for reasonable out-of-pocket expenses incurred for authorized travel for school purposes, in accordance with this policy.

The Superintendent of Schools shall establish a pre-approval process that employees must follow to gain authorization for travel expenses. The guidelines for this process shall identify the school officials who may authorize conference attendance and travel expenses. The guidelines shall include definitions of reimbursable travel expenses.

Maximum regional reimbursement rates for various types of travel expenditures, including mileage rates and a reasonable maximum per diem rate for lodging and meals, shall be based upon the annual rates set by the United States General Services Administration. The Superintendent of Schools is authorized to waive this maximum reimbursement rate under unusual or exceptional circumstances.

To obtain reimbursement, an employee must sign and submit, in a timely manner, a claim for authorized travel expenses that is supported by itemized receipts or other expense documentation, plus a copy of the approved conference-attendance request form and any conference reports required by the superintendent.

Only expenses necessary for the purpose of travel shall be reimbursable. Examples of reimbursable expenses are hotel room charges, mileage, transportation and meals. Examples of expenses that are not reimbursable are in-room movies and alcoholic beverages. Sales tax exemption certificates shall be issued and utilized as appropriate.

The term “officers” includes members of the Board of Education.

Board members are authorized to attend conferences or other educational programs offered by the New York State School Boards Association (NYSSBA), the Capital District School Boards Association (CAPSBA), or the Capital Area School Development Association (CASDA), and shall be reimbursed according to the guidelines established pursuant to this policy and within established budget allocations. Other reimbursable travel by board members requires prior board approval.

Prior Policy 6830 “Expense Reimbursement” adopted February 26, 1996; titled changed and policy amended March 20, 2006.

References:

Education Law §§1604(27); 1709(30); 1804(1); 2118
General Municipal Law §77-b