

POLICY

2014 5323
1 of 2
Non-Instructional/Business
Operations

SUBJECT: REIMBURSEMENT FOR TRAVEL/MEALS/REFRESHMENTS

Travel Outside of District/Emergency Meetings

School district officials and employees are entitled to reimbursement for necessary expenses incurred in the performance of their official duties. However, it is the position of the New York State Comptroller's Office that meals of public officers and employees generally should not be reimbursed or paid by the district unless the officer or employee is traveling outside his/her regular work area on official business for an extended period of time, or where events prevent them from taking off during mealtime for food consumption because of a pressing need to complete business. All requests for reimbursement must document who attended the meetings and how the meetings fit these conditions.

Conference travel shall be for official business and shall be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed travel/conference request form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves all travel/conference requests. Travel/conference request forms are only to be used by District employees.

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

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for travel will only be reimbursed based on the Board approved per diem rates which are not to exceed \$35.00 per day.

New York State sales taxes for lodging and meals cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

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

Internal Revenue Service mileage guidelines will be used for mileage reimbursement.

Staff/Board Meetings and District Events

The Board of Education recognizes that at certain times it may be appropriate to provide

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SUBJECT: REIMBURSEMENT FOR TRAVEL/MEALS/REFRESHMENTS, Cont'd

meals and/or refreshments at district meetings and/or events which are being held for an educational purpose. Prior approval of the Superintendent/designee must be obtained for food and beverages provided at meetings or activities which will be charged to the district.

Any such expenditures must be appropriately documented with an itemized receipt and information showing the date and purpose of the meeting, food served, who attended the meetings and why the attendees needed food and/or refreshments to conduct school district business. These requirements must be met for meals/refreshments provided by the school lunch fund or local vendors, charged to district credit cards and/or reimbursed to a school district official.

In no case will the costs for meals exceed the allowable per diem rates established herein.

General Municipal Law Section 77-b(2)
Historical Note: Resolution 4.4-7 Conference Expenses 8/27/74
Adopted 12/20/11
Amended 4/8/14