

POLICY

2011 6161
Personnel

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

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.

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