

EXPENSE REIMBURSEMENT FOR TRAVEL EXPENSES

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual, and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate established by the Board of Education at its reorganization meeting. Tax exemption certificates shall be issued and utilized as appropriate, to avoid sales tax costs.

The Superintendent shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign the standard claim voucher, attach all receipts or other expense documentation, together with a copy of the approved conference request and conference evaluation report. The required documentation shall be submitted to the Business Office and approved by the Assistant Superintendent for Operations and paid after such claim is audited.

Regulations concerning expense reimbursement shall be attached to this policy and reviewed and revised as appropriate.

Ref: Education Law §§1604 (27), 1709(30), 1804; 2118; 3023; 3028
General Municipal Law §77-b