

Personnel

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

All conference travel must have a completed Conference/Travel Request Form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves those Conference/Travel Requests which have reimbursable employee expenses greater than one hundred dollars (\$100.00). Conference/Travel Request Forms are only to be used by District employees.

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

Expenses for overnight/approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed at the Board approved per diem rates which are modeled after the United States General Services Administration per diem rates which can be found at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>.

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 parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

NOTE: Refer also to Policy #5323 - Reimbursement For Meals/Refreshments

Adoption Date: 12-20-05