

Conference Attendance/Reimbursement Procedures
Please begin at least ONE MONTH prior to Conference/Workshop Date

Step 1: Submit conference/workshop request in My Learning Plan (“MLP”).

Step 2: Once request is approved in MLP submit your absence into Frontline/Aesop

Step 3: Submit request for Purchase Order(s) to the appropriate building/department secretary. Please provide all applicable back up for expenses for which reimbursement will be requested. The following must be submitted:

- A copy of the approved MLP request completed with estimated reimbursement expense amounts
- A copy of all registration materials
- MapQuest or Google Maps print outs for routes driven for business purposes and for employee’s daily, round-trip commute.

Step 4: Once purchase order(s) are issued you may register for the conference/workshop and make travel and hotel reservations.

Step 5: Submit reimbursement request as soon as possible. **PLEASE NOTE: Reimbursement requests will only be accepted up to 30 days from the date of the event for all incurred expenses.**

Please submit the following:

1. Conference Reimbursement Worksheet signed by the attendee and the Administrator that granted permission for attendance
2. Original, itemized receipts for all reimbursable expenses as well as credit card statement with attendee name showing charge for registration as proof of payment (if applicable).
3. MapQuest or Google Maps print outs for routes driven as well as for the attendee’s regular daily commute.
4. Proof of conference/workshop attendance signed by building or department Administrator.
5. Signed receiving copies of all purchase orders.

Maximum Reimbursement Amounts

Meals: Reimbursement will be made for itemized receipts ONLY. No Alcoholic beverages will be reimbursed. The amounts below are inclusive of tax and gratuity.

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$30.00
Tip	15% (maximum for meals, taxi/car service)

Mileage and Tolls: Miles driven for business purposes less mileage for daily commute for each day of event at the approved IRS reimbursement rate. Tolls as per E-Z Pass Statement or dated receipts on days of travel.

Accommodations: Reasonable lodging expenses will be reimbursed. If staying in NY State and making payment with a personal credit card please use Tax Exemption Form 129 as tax will not be reimbursed. The form is available here:

https://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf