

<b>6161</b>	<b>Reimbursement for Travel Expenses</b>
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Members of the Board of Education, school officials and staff members shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling for Ballston Spa Central School District related activities, subject to budgetary limitations. Only expenses necessary to the purpose of the travel shall be reimbursable. Tax exemption certificates shall be issued and utilized only for official school related business.

The Board shall determine, by duly adopted resolution, whether the attendance of members of the Board at any conference or professional meeting is in the best interest of the District and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools shall determine whether attendance by District staff at any conference or professional meeting is in the best interest of the District and whether such staff members are eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach detailed receipts and any other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required) and submit the same to the Business Office.

### **Day Travel**

When members of the Board, school officials and/or staff members engage in travel, which does not result in overnight travel, only transportation, one meal and registration costs are eligible for reimbursement. Reimbursement for lodging is generally not permitted in these travel situations unless it is necessary to complete District business.

### **Overnight Travel**

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of District business. Lodging costs shall be reimbursed at a rate not in excess of the rate charged by the convention/event hotel. When a Board member or a school official or staff member engages in overnight travel, that individual may also be reimbursed for meals, registration costs, sundry expenses and incidental office expenses, as defined below, but not for personal expenses.

### **Personal Vehicle**

In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for District-approved travel. Employees must have prior approval from their supervisor. Reimbursement for personal vehicle use will be at the prevailing IRS rate per mile. Tolls and parking will also be eligible for reimbursement with a detailed receipt. For travel between school facilities, the employee must provide a detailed listing of dates and miles for each trip.

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### **Rental Vehicle**

Although the use of rental vehicles may be necessary when travel is required out of the area for school related purposes, rental vehicles are generally not permitted for local travel. Vehicle rental charges for travel out of the area incurred by Board members or school officials or staff members may be submitted for reimbursement provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost.

### **Airline and Railroad Travel (Long Distance or Overnight Travel)**

Transportation by airline or railroad may be reimbursed for or paid for by the District only in connection with long distance or overnight travel for a school related purpose, meeting the conditions applicable to overnight lodging. The District shall carefully consider alternatives to overnight travel prior to authorization. The most economical and practical means of transportation should be selected. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board members or school officers or staff members health and safety, the cost of school officers or staff members time and the impact on the Board members or school officials or staff members ability to efficiently conduct District related business upon arrival should also be considered when deciding on the most appropriate means of transportation.

### **Meals**

Reimbursement for meal charges, including gratuities, will be reimbursed at the rates set by the U.S. General Services Administration. Detailed bills must be submitted to justify the reimbursement of meal expenses. A credit card receipt which does not show the individual items comprising the total will be insufficient to warrant reimbursement. A maximum of three meals per day will be reimbursed. Sales tax will not be reimbursed and the cost of any alcohol shall not be reimbursed under any circumstances.

### **Reimbursable Expenses**

#### Conventions, Seminars, Conferences

Registration, workshop and other fees as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the District. Cost for nonessential activities unrelated to official business are considered personal expenses and will not be paid for or reimbursed by the district.

#### Tipping and Gratuities

Server tips for meals must not exceed 20 percent of meal cost. Tips to bell hops, valet parking, maids, etc. will not be reimbursed.

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**Miscellaneous Other Services**

A Board member or school officer or staff member may be required to use fax, express mail, photocopying, postage, modem connection or other incidental office services. These expenses are reimbursable if for official District purposes only. The Board member, school official or staff member must document the date, time and purpose and provide detailed receipts.

**Parking and Traffic Violations**

Any fines and/or penalties associated with a motor vehicle violation, which were incurred during the District-approved travel, are not reimbursable.

*General Municipal Law § 77-b(2)*

Adoption Date: 07/10/2019