

**WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT**

**REQUEST FOR CONFERENCE, INSTITUTE, WORKSHOP ATTENDANCE REIMBURSEMENT**

COMPLETE ONE COPY OF FORM FOLLOWING APPROVED ATTENDANCE AT CONFERENCE, INSTITUTE OR WORKSHOP; OBTAIN APPROVAL OF PRINCIPAL OR SUPERVISOR. FORWARD THIS FORM TO THE ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES WITH REPORT OF CONFERENCE, INSTITUTE OR WORKSHOP. PLEASE REFER TO ADMINISTRATIVE REGULATIONS CONCERNING REIMBURSEMENT OF EXPENSES, LISTED ON REVERSE SIDE.

CONFERENCE, INSTITUTE, WORKSHOP: \_\_\_\_\_

PLACE: \_\_\_\_\_ DATE(S): \_\_\_\_\_

**REIMBURSABLE EXPENSES (Attach All ORIGINAL DETAILED Receipts)**

Date	Breakfast	Lunch	Dinner	Lodging	Other Expenses		TOTAL
					Amount	Explanation	
	\$	\$	\$	\$	\$		\$
<b>TOTALS</b>							

TRAVEL: CAR: \_\_\_\_\_ MILES @ IRS RATE (**Attach a copy of MapQuest.com directions**) \$ \_\_\_\_\_  
 PUBLIC CONVEYANCE, IF NOT PREPAID BY DISTRICT \$ \_\_\_\_\_  
 (INVOICES AND/OR RECEIPTS REQUIRED PER REGULATIONS REVERSE SIDE)  
 TOTAL \$ \_\_\_\_\_  
 (ALL REIMBURSABLE EXPENSES)

THIS IS TO CERTIFY THAT THE AMOUNTS HEREIN LISTED ARE CORRECT AND WERE EXPENDED BY ME FOR THE REASONS SET FORTH, AND THAT I HAVE NOT BEEN HERETO REIMBURSED FOR THESE EXPENDITURES.

SIGNED: \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_  
(ALL EXPENSES)

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
PRINCIPAL OR SUPERVISOR

PO# \_\_\_\_\_

REIMBURSEMENT OF EXPENSES AT CONFERENCE, INSTITUTE, WORKSHOP

TRAVEL EXPENSE ADVANCES ARE NOT USUALLY ALLOWED. PARTICIPANTS MUST PROVIDE THEMSELVES WITH SUFFICIENT FUNDS FOR ALL EXPENSES NOT PAID FOR DIRECTLY THROUGH THE BUSINESS OFFICE.

ARRANGEMENTS ARE THE RESPONSIBILITY OF THE PERSON MAKING THE REQUEST. ARRANGEMENTS FOR AIR TRAVEL WILL BE MADE THROUGH THE DISTRICT OFFICE.

AT THE CONCLUSION OF THE ACTIVITY, THE PARTICIPANT WILL COMPLETE THE FORM ON THE REVERSE SIDE, WHICH MUST BE FORWARDED TO THE ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES. REIMBURSEMENT WILL BE MADE APPROXIMATELY THREE (3) WEEKS AFTER THE DATE THE FORM IS RECEIVED PROVIDING ALL REQUIRED DATA ARE IN PROPER ORDER.

TRANSPORTATION:

AIRLINE/TRAIN ALL ARRANGEMENTS FOR AIR TRAVEL WILL BE MADE THROUGH THE DISTRICT OFFICE. BOARDING PASSES MUST BE ATTACHED TO THIS FORM.

AUTOMOBILE THE MILEAGE ALLOWANCE IS THE CURRENT IRS RATE. TWO OR MORE AUTHORIZED REPRESENTATIVES SHOULD TRAVEL IN ONE CAR TO THE SAME DESTINATION. STARTING POINT OF TRIP WILL BE STAFF MEMBER'S DISTRICT BUILDING. MAPQUEST.COM DIRECTIONS SHOULD BE ATTACHED TO REIMBURSEMENT REQUEST.

TOLL FEES ALLOWED IN ADDITION TO MILEAGE REIMBURSEMENT. ORIGINAL DETAILED RECEIPTS SHOULD BE SUBMITTED IF THE TOLL COLLECTION AGENCY PROVIDES THEM.

PARKING ALLOWED WHEN ON OFFICIAL TRAVEL STATUS. ORIGINAL DETAILED RECEIPTS FOR DAY AND OVERNIGHT PARKING MUST ACCOMPANY REQUEST FOR REIMBURSEMENT IF THEY CAN BE SUPPLIED BY THE OPERATOR OF THE PARKING FACILITY.

TAXI CHARGES ALLOWED WHEN BUS OR SUBWAY TRANSPORTATION IS INADEQUATE.

MEAL ALLOWANCE

THE DOMESTIC PERDIEM RATE SCHEDULE PRODUCED ANNUALLY BY THE GSA WILL BE THE GUIDELINE FOR MEALS, INCLUDING TIPS AND OUT-OF-STATE MEAL TAX. ([www.gsa.gov](http://www.gsa.gov)) (EXCEPTION TO MAXIMUM AMOUNT ALLOWED IF EXCESS RESULTS FROM COST OF LUNCHEON OR BANQUET WHICH IS PART OF THE SCHEDULED PROGRAM, OR IN CASE OF MEALS PROVIDED ON AMERICAN PLAN.)

LODGING

OUT-OF-STATE TAX WILL BE ALLOWED. LOCAL AND NEW YORK STATE TAX WILL NOT BE ALLOWED; EXEMPTION FORMS AVAILABLE FROM THE BUSINESS OFFICE (TREASURER). INVOICE MUST ACCOMPANY REQUEST FOR REIMBURSEMENT. THE DOMESTIC PERDIEM RATE SCHEDULE WILL BE USED AS THE OFFICIAL GUIDELINE.

TIPS

ALLOWED AT A REASONABLE RATE PER HOTEL STAY.

REGISTRATION FEES

WHEN NOT PAID FOR DIRECTLY BY THE SCHOOL DISTRICT, IT IS ALLOWED. ORIGINAL ITEMIZED RECEIPT MUST ACCOMPANY REQUEST FOR REIMBURSEMENT.

**ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR ALL EXPENSES, AS WELL AS BOARDING PASSES FOR AIRLINE AND TRAIN TRAVEL.**