

POLICY

Churchville-Chili Central School District

2023

6161
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Personnel

SUBJECT: TRAVEL EXPENSES

Conference travel shall be for official business consistent with the School District's educational goals and focus and will be made utilizing a cost-effective and reasonable method of travel. Attendance at the conference must be essential to job performance. For instance, travel to participate in meetings of professional, civic or social associations will only be approved if their content is deemed to be specifically aligned with and critical to job performance.

Employees attending conferences and traveling on other district business are representatives of the District and are expected to conduct themselves in a professional and appropriate manner.

For purposes of this policy, members of the Board of Education and other nonemployees authorized to travel and attend conferences on behalf of the District shall be covered as if they were employees.

Conference/ Travel Requests

Prior to attending a conference, individuals must submit a completed Conference Request Form through WinCapWeb or if an individual does not have access to WinCapWeb then utilizing form 6161F. Once the request has been approved by the appropriate supervisor, it will be submitted to the Superintendent or his/her designee. Final approval of Conference Request Forms will be granted/denied by the Superintendent or his/her designee. Conference Request Forms are only to be used by District employees, Board Members and nonemployees authorized to travel and attend conferences on behalf of the District.

Expense Reimbursement

All conference reimbursement requests must be submitted using a Conference Reimbursement Form which will be provided by the Purchasing Department. Only approved expenses are eligible for reimbursement.

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts with the exception of meal expenses which will be reimbursed based on per diem rates as outlined on the United States General Services Administration Website at www.gsa.gov. Lunch for approved conferences that do not require an overnight stay but do require travel outside of the County of Monroe, NY will also be reimbursed based on per diem rate as outlined above. New York State sales tax cannot generally be reimbursed. A Sales Tax-Exempt Form can be obtained from the Business Office prior to travel, for hotel accommodations or other travel expenses.

In extenuating circumstances, exceptions to the amount reimbursed may be granted by the Superintendent.

The Superintendent of Schools shall provide administrative regulations as necessary to define and implement this policy and to provide employees with proper guidance on those expenses that will be considered necessary conference expenses that are eligible for reimbursement by the District.

General Municipal Law §77-b (2)

NOTE: Refer also to Policy #5323 -- *Reimbursement for Meal Expenses Incurred During Meetings*

Adopted: 12/9/2014

Revised: 8/23/2016, 12/8/2020

Reviewed 11/15/2023 by Superintendent, Assistant Superintendent for Human Resources & Assistant Superintendent for Business Services with no recommended changes; BOE agreed & approved on 12/12/2023