



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
6000	Fiscal Management Goals	Local
Policy	Policy Title	
6010-R.2	Policy and Procedures for Reimbursement of Travel Expenditures	

Use of federal and State funds for travel will meet the criteria of allowable costs as specified within written sources such as the federal register, An Administrator's Guide to Funded Programs and the funding's stream's the grant's *request for proposal*. Information not included within these sources will be clarified through the technical support provided by the federal office or the NYSED department issuing the funding. For travel reimbursement, a process will be followed by all employees whereby, a travel request will be written using the My Learning Plan template and approved by no less than two administrators through a multi-step process including: (a) request for travel with purpose, objective, cost and funding source provided; (b) pending approval by identified administrators; (c) final submission of the traveler's My Learning Plan with summary statement completed; and (d) final administrative approval. The funded program administrator will issue a purchase order citing the specific reimbursements, the name of the traveler and the funding stream supporting the reimbursements. Upon the completion of the process, all travelers will:

1. Submit all documentation with a copy of My Learning Plan conference or travel approval to the funded program administrator for review.
2. Submission must include original receipts with expenditure details stated on the receipts. Each receipt will be taped to a sheet of paper and clearly labeled. The district asks that the traveler submit all receipts within 30 days.
3. Individual traveler requests are needed. In the rare event that receipts that show multiple travelers, expenses may be apportioned for payment but citation of all travelers must be stated on all individual receipts. In this case, one original receipt may be submitted and other travelers on same receipt may use a photocopy. Gratuities may be included.

4. Travelers who require hotel accommodations within NYS should bring a New York State Department of Taxation and Finance Exemption Certificate ST-129 and proof of their employment, such as a school identification card.
5. Mileage reimbursements must be accompanied by an odometer reading or a Map Quest printout.
6. A photocopy of all submitted documents should be kept by the traveler for their records.

The funded program administrator will review and approve all expenditures with written signature, accompanied by a Reimbursement Form. All documentation will be submitted to the accounting department for final approval by the senior accountant and the senior accounts clerk. All expenditures will be logged into WINCAP, the district's fiscal monitoring and recording system.

Adopted: January 14, 2019

Modified: May 13, 2019

Cross Reference:

6830, Expense Reimbursement