

GREAT NECK PUBLIC SCHOOLS

REQUEST FOR APPROVAL OF NON-CONFERENCE BUSINESS/TRAVEL EXPENSES (Field trips, athletic events, etc.)

Name: _____ School: _____

Club/Team/Program: _____

Purpose of Trip, athletic event, etc.:

Location of Trip (City & State): _____ DATE(S): _____

Total School Days Away on Trip: _____ Total Non-School Days on Trip: _____ Total Days on Trip: _____

----See reverse side prior to completing---

Any expense the District will pay on your behalf *or* reimburse to you, is to be accounted for here. For those expenses the District has or will pay up front on your behalf, note **"paid directly by District"** next to those amounts. All other expenses will be those you expect to incur and request reimbursement for.

TRANSPORTATION: Plane _____ Train _____ Bus _____ Rental _____ = \$ _____
Car

Personal Car: Total Miles _____ X _____ = \$ _____
Rate per mile

HOTEL: \$ _____

MEALS: \$ _____

REGISTRATION /ADMISSION FEE (if applicable): \$ _____

OTHER: _____ \$ _____

(Describe – i.e. tolls, taxis, parking)

TOTAL \$ _____

I have read the reverse side of this form, am familiar with board policy on reimbursement & have estimated my expenses to the best of my ability: _____ DATE: _____

Signature of Requestor

**Include this request with the corresponding
Trip Request/Trip Itinerary/Supervisory Plan and/or Transportation Request packet.**

APPROVALS: I have verified there are sufficient funds to cover the above expenses
in Account #: _____
to be completed by school administrator)

Signed: _____ DATE: _____
Principal / Administrator

If \$500 or greater:

Signed: _____ DATE: _____ Signed: _____ DATE: _____
Central Office Administrator** Superintendent

** Athletic-related expenses are approved by the District Athletic Director. All others are approved by the appropriate Executive Director of Secondary or Elementary Education.

**Submit this form with field trip/transportation request packet, when applicable.
All other situations, forward to the Superintendent's office for processing.**

EXPENSE REIMBURSEMENT REGULATIONS

Reimbursement will be made for eligible expenses only. An eligible expense is one that is reasonable and customary and directly related and necessary to the course of business being conducted. All eligible expenses MUST be supported by **original, dated, and itemized** receipts. For additional information, refer to policy #6830 and #6830R.

<u>Travel</u>	Train/Plane/Bus: Coach fare only.
<u>Car</u>	Personal Use: Mileage reimbursement rate can be obtained from the Superintendent's Office or the Payroll department. Use MapQuest or similar document to determine total miles. Rental: Economy class only.
<u>Hotel</u>	Reimbursable. Hotel stays in New York City require the Superintendent's prior approval. Sales tax exemption is to be used for all NYS hotel stays. Any NYS hotel tax paid is the employee's responsibility. Only <u>standard</u> accommodations are reimbursable. Any expense exceeding the standard rate will be borne by the employee.
<u>Meals</u>	Reimbursable. Meal receipts must list each item purchased; i.e. chef salad \$7.95, Coke \$2.50; apple pie \$3.75.
<u>Gratuities</u>	Reimbursable.
<u>Registration/ Admission Fee</u>	Reimbursable.
<u>Other</u>	Any other necessary, related expense incurred by the employee, which normally would not have been incurred had it not been for attending this trip/event.

REIMBURSEMENT PROCEDURES

Requests for reimbursement must be submitted within 90 days of the event. After 90 days, a written explanation for the delay must be submitted to the Superintendent for his approval before reimbursement will be made.

Trip Expense Form (use to itemize expenses):

All eligible expenses you are claiming are itemized on this form. Original receipts for all expenses MUST be attached. Sign and attach to the Claim form.

Claim Form:

Complete this form indicating the **TOTAL** reimbursement amount from your Trip Expense Form. Sign, obtain appropriate approval(s), and attach your Trip Expense Form and all receipts to your claim.

Submit to the Superintendent's office.

Cancellations

Notify the Superintendent's office if, for any reason, these expenses will not be incurred.