

STAFF TRAVEL CONFERENCE
EXPENSE REIMBURSEMENT

School district employees will be reimbursed for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school district related activities that have been approved by the Superintendent of Schools.

Reimbursement will be made for expenses covering fees and/or registration, as required, room accommodations and other reasonable out-of-pocket expenses. Transportation costs such as taxicabs are allowable only for essential transportation. Mileage will be paid for use of personal car at the rate fixed by the IRS for business travel and approved by the Board. There will be no additional reimbursement for gasoline expenses.

The Superintendent of Schools shall determine whether attendance by district staff at any conference or professional meeting is in the best interest of the school district and eligible for reimbursement of expenses under this policy and in accordance with accompanying regulations.

To obtain reimbursement, the staff member must complete and sign an expense voucher, attach all itemized receipts or 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 appropriate administrator.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Date Adopted: 5/16/06