



## Request for Expense/ Travel Reimbursement

<b>Name:</b>	<b>PO#:</b>	<b>Conference:</b>
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Please note: To obtain reimbursement, the claimant must

- Complete and sign this expense voucher along with signed PO
- Attach all receipts or other expense documentation,
- Provide a copy of the approved MLP
- Provide itemized meal receipts
- Provide hotel folio (itemized charges)
- Mileage reimbursement requires MapQuest printout.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Line Total
<b>Breakfast -</b> max \$15								
<b>Lunch –</b> max \$25								
<b>Dinner –</b> max \$40								
<b>Lodging</b>								
<b>Mileage -</b> at IRS rate								
<b>Taxi/ Shuttle</b>								
<b>Parking</b>								
<b>Airfare</b>								
<b>Tolls</b>								
<b>Fees – Misc.</b>								
<b>Daily Totals</b>								

I certify that all original receipts and reports are attached as necessary and that all expenses submitted are business related to Elmsford UFSD.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## **6830 EXPENSE REIMBURSEMENT**

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the federal Internal Revenue Service for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

The Board President and/or Superintendent of Schools, shall determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all 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. Reimbursement shall only be made after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy and shall be reviewed annually and revised as appropriate.

Ref:

[Education Law §§1604\(27\); 1709\(30\); 1804; 2118; 3023; 3028](#)

[General Municipal Law §77-b](#)

Adoption date: March 5, 2014

**Elmsford Union Free School District**



## **6830-R EXPENSE REIMBURSEMENT REGULATION**

The district shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with approved attendance form. The following rules shall guide the reimbursement of school-related travel expenses:

### **Transportation**

- Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

### **Lodging**

- Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location.
- When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate



notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) prior to the stay.

## **Meals**

Reimbursable meal charges, including gratuities, for persons traveling for district-related business is allowed up to \$80 per day. The Board's policy allows up to \$80 per day for meal reimbursement, including tax and tip. Meal allowances including tax and tip are as follows:

- Breakfast up to \$15.00
- Lunch up to \$25.00
- Dinner up to \$40.00

\*Gratuities for meals shall not exceed 20% of the cost of the meal

- In lieu of a meal receipt, requestor may submit a receipt for a coffee break/snack.
- Detail original receipts showing the items ordered are to be attached.
- The District will not reimburse meals that are included as part of the conference/workshop fee.
- Exception to the reimbursement rates above may be allowed for meals provided but not included in the registration fee, when the rate is predetermined by the sponsoring organization.

## **Personal Expenses**

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

Adoption date: March 5, 2014