

TRAVEL AND CONFERENCE EXPENSE REIMBURSEMENT

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

Only expenses necessary for the purpose of the travel shall be reimbursable. Transportation costs such as subways and taxi cabs, or other car services (e.g., uber) are allowable only for essential transportation to conference related events. 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, by majority vote, shall determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools on occasions when a Board member wishes to obtain monetary retribution or reimbursement for reasonable expenses incurred as a result of attendance at said meetings or conferences.

The appropriate Assistant Superintendent, along with the Superintendent of Schools, shall determine 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. Any reimbursement for travel for district staff which exceeds \$750 must be approved by the Board prior to travel.

To obtain reimbursement, the claimant 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, proof of conference attendance, and evaluation report (if required) and submit the same to the appropriate administrator. The administrator will forward the reimbursement request to the Business Office for payment processing and auditing of claim.

Regulations concerning expense reimbursement shall be reviewed annually and revised as appropriate.

Adoption Date:
January 24, 2011
Reviewed:
August 26, 2013
Reviewed:
October 20, 2014
Revised:
February 4, 2016
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August 29, 2016

Travel and Conference Expense Reimbursement (Cont'd.)

Reviewed: August 28, 2017
Reviewed: August 27, 2018
Revised: August 26, 2019
Reviewed: August 24, 2020
Reviewed: October 18, 2021
Reviewed: December 19, 2022
Revised: October 28, 2024

TRAVEL AND CONFERENCE EXPENSE REIMBURSEMENT REGULATION

The District shall reimburse district employees, officials, and members of the Board of Education for 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, and proof of conference attendance. 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, substantiated by receipts, 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 of Schools 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 that of the federal travel reimbursement rate. 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 Assistant Superintendents (for all others) prior to the stay.
- For meals purchased at the hotel, whether by room service or a hotel restaurant, detailed receipts must be submitted to the District in order to be considered for reimbursement.

Meals

The limit for reimbursable meals will be set according to the U.S. General Services Administration

Travel and Conference Expense Reimbursement Regulation (Continued)

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be broken down by meal according to the table below.

The following table shows the breakdown of breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. **The Meal and Incidental Expense (M&IE) rates differ by travel location. View the [per diem rate](http://www.gsa.gov/perdiem) at www.gsa.gov/perdiem for your primary destination to determine which M&IE rates apply.** . For example, the

total rate for NYC is \$79 and Suffolk County is \$69 and Nassau County is \$74 per day for meals, broken down by meal in the table below:

M & IE BREAKDOWN (AS OF 12/23/23)							
Primary Destination	County	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Albany	Albany	\$69	\$16	\$17	\$31	\$5	\$51.75
Binghamton	Broome	\$64	\$14	\$16	\$29	\$5	\$48.00
Buffalo	Erie	\$69	\$16	\$17	\$31	\$5	\$51.75
Floral Park/ Garden City/ Great Neck	Nassau	\$74	\$17	\$18	\$34	\$5	\$55.50
Glens Falls	Warren	\$69	\$16	\$17	\$31	\$5	\$51.75
Ithaca	Tompkins	\$74	\$17	\$18	\$34	\$5	\$55.50
Kingston	Ulster	\$69	\$16	\$17	\$31	\$5	\$51.75
Lake Placid	Essex	\$79	\$18	\$20	\$36	\$5	\$59.25
New York City	Bronx/ Kings/ New York/ Queens/ Richmond	\$79	\$18	\$20	\$36	\$5	\$59.25
Niagara Falls	Niagara	\$69	\$16	\$17	\$31	\$5	\$51.75
Nyack /	Rockland	\$69	\$16	\$17	\$31	\$5	\$51.75

Palisades							
Poughkeepsie	Dutchess	\$69	\$16	\$17	\$31	\$5	\$51.75
Riverhead/ Ronkonkoma/ Melville	Suffolk	\$69	\$16	\$17	\$31	\$5	\$51.75
Rochester	Monroe	\$69	\$16	\$17	\$31	\$5	\$51.75
Saratoga Springs/ Schenectady	Saratoga/ Schenectady	\$64	\$14	\$16	\$29	\$5	\$48.00
	Applies to all locations without specified rates						
Standard Rate		\$59	\$13	\$15	\$26	\$5	\$44.25
Syracuse / Oswego	Onondaga / Oswego	\$64	\$14	\$16	\$29	\$5	\$48.00
Tarrytown / White Plains / New Rochelle	Westchester	\$74	\$17	\$18	\$34	\$5	\$55.50
Troy	Rensselaer	\$64	\$14	\$16	\$29	\$5	\$48.00
West Point	Orange	\$64	\$14	\$16	\$29	\$5	\$48.00

A copy of the per diem rate for your destination must be attached to the “AUTHORIZATION TO ATTEND PROFESSIONAL CONFERENCE OR FOR OTHER TRAVEL” form, as well as to the “CLAIM FOR APPROVED STAFF TRAVEL EXPENSES FORM”.

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

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