

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 are incurred while traveling for school related activities.

Only expenses necessary to the purpose of travel shall be reimbursable. Transportation costs such as taxicabs are allowable only for essential transportation. Mileage reimbursement for the use of a personal vehicle will be calculated and paid based on the Internal Revenue Service's published reimbursement rate for business travel in effect as of January 1st of each year or, if changed by the Internal Revenue Service, on the date such change becomes effective. To the extent practicable, employees, officials and Board members traveling to a conference, meeting or event by private vehicle are expected to travel together so that travel expenses are not unnecessarily duplicated. Sales tax is not reimbursable. Tax exemption certificates shall be issued and utilized as appropriate.

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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. Eligibility for reimbursement of expenses incurred by a member of the Board of Education shall be governed by Policy 2521, School Board Conferences, Conventions, Workshops.

To obtain reimbursement, a district staff member must complete and sign an expense reimbursement claim form, attach all receipts or other expense documentation (originals if available), together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator. Members of the Board shall be reimbursed in accordance with Policy 2521. Reimbursement payments shall be made after such claims have been reviewed and approved by the claims auditor.

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Regulations concerning expenses reimbursement shall be adopted by the district and shall be revised as appropriate.

Cross-ref: 2521, School Board Conferences, Conventions, Workshops
6650, Claims Auditor
6830-R, Expense Reimbursement Regulation

Ref: Education Law §1709(30); 3023; 3028
General Municipal Law, §77-b, 77-c
Opn. St. Comp. 93-12 (school district cannot reimburse expenses of spouse of attendee)

Adoption date: November 14, 1994

Revised: December 12, 2005
January 11, 2010
September 16, 2010

***FOR FIRST READING 4-10-25 [REVISIONS TO CURRENT
POLICY SHOWN IN TRACK CHANGES]***