Pittsford Schools

Request for Conference Attendance Reimbursement Claim Form

PO#:

Person requesting conference approval (Print or Type): ***Copy for your records***	Name:		Vendor #:	
	Home Address:			
	Home School:			
Conference Title:			Conf. Date(s):	
Conference Location/Address:				
Reason for Conference Request:				
How will you share information gained with others?				

Before attending the conference, complete the top (blue) portion of the form and submit for approval. Complete all est. costs areas. Funding dept. provides the budget code and PO if applicable. **After** the conference complete the bottom (maroon) portion with the *actual* costs supported by receipts. Fill in white areas.

Budget Code(s):		**Funding Dept(s):**	

Estimated Expenses *Before* Attending Conference - fill in all est. cost blanks (use N/A or 0 if no expense)

TRAVEL All white spaces should be filled. Add PO numbers if applicable.				**Estimated Cost**	**PO Number(s)**
Air Fare:					
Mileage: Round Trip Auto miles :		x	0.725	0	
(Google maps or MapQuest directions for miles) # miles x current mileage rate (.725 as of 1/1/2026)					
Estimate Parking/Tolls/Taxi Etc.:					
Lodging: Cost per night x number of nights:		x		0	
Meals:	rate	x	days		
Breakfast – list dates:				0	
Lunch – list dates:				0	
Dinner – list dates:				0	
(*Per Diem rates for conference locations can be found online at https://www.gsa.gov/travel/plan-book/per-diem-rates					
Conference Registration:					
Total Estimated Reimbursement Request:				0	

Print the form at this point for signatures.

Employee Signature:		Date:	

Conference Approval Signatures – please verify that all est. costs and budget codes are entered before signing.

Standards Leader Signature:		Date:	
Prin./Immediate Supv. Signature:		Date:	
Supt./Asst. Supt. Signature:		Date:	
Purchasing Agent:		Date:	

Actual Expenses *After* Attending Conference Each expense must be supported by an itemized receipt.

	Actual Cost	**Receipt ✓**
(Attach receipt) **Air Fare**:		
(Include internet directions) **Roundtrip Auto Mileage**:		
(Attach receipt) **Parking/Tolls/Taxi Etc**:		
(Attach receipt) **Lodging**:		
(Complete attached form) **Meals**:		
(Attach receipt) **Registration**:		
Total Reimbursement:	0	

I hereby certify that the above statement is just and correct and that the amount stated herein is due. (sign below)

Employee Signature:		Date:	

I, the Principal/Immediate Supervisor, certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed were necessary for the performance of the claimant's assignments. (sign below)

Recommended for Payment:		Date:	

Immediate Supervisor Signature

Approval of Payment:		Date:	

Claims Auditor

GSA Meal Reimbursement Form

	Date:	**Date:**	**Date:**	**Date:**	**Date:**	**# of days**	**GSA Rate**	**Total** rate x days
Breakfast							0.00	0.00
Lunch								0.00
Dinner								0.00
						Total for all meals:		0.00

PITTSFORD CENTRAL SCHOOL DISTRICT

TRAVEL REIMBURSEMENT GUIDELINES

THE OFFICIAL NAME OF THE CONFERENCE MUST APPEAR ON ALL REQUEST FOR CONFERENCE ATTENDANCE FORMS

General Guidance

Conference requests must be pre-approved by the Assistant Superintendent for Curriculum and Instruction.

Any unique and/or out of state travel and conference requests must be reviewed by the Assistant Superintendent for Business or designee.

Original receipts or electronic copies are required for the reimbursement of reasonable expenses, except for meals as outlined in the Reimbursement Process section.

Any unreasonable or uncustomary expenses will not be subject to expense reimbursement even if the amount is within the conference reimbursement form estimate. If an employee/staff member has charged an unreasonable or uncustomary expense using a purchase order or district credit card, they will be responsible for repayment to the school district.

The district does not reimburse employee/staff members traveling on district-related business for personal expenses including, but not limited to, laundry, pay television, health and personal care supplies, health club facilities, alcoholic beverages, theater and show tickets, premium Wi-Fi, internet/ telecommunications, and recreational transportation costs unrelated to district business. Included in this category are excess baggage fees, any travel upgrades, meal delivery fees or travel expenses related to obtaining a meal in excess of the GSA total per diem amount. VRBO, Airbnb, and other home rental company bookings are not permitted. The use of discount travel websites, such as Expedia.com, is also not permitted due to the lack of flexibility with government and state rates.

Expenses are not eligible for reimbursement if the expense is paid for by an outside agent or agency.

New York State sales taxes are not to be reimbursed unless specifically indicated for reimbursement in this regulation.

Mandatory gratuities will be reimbursed up to 20 percent of the cost.

Conference Arrangements

The employee/staff member is responsible for making all conference arrangements for non-BOCES conferences, and for all arrangements except conference registration for BOCES-sponsored conferences. The employee/staff member must make all travel arrangements such as airline, train, and lodging when not included in the registration. If an employee needs assistance, they may contact the district's purchasing agent in the business office for assistance.

Approval Process

A conference request is created using the Request for Conference Attendance / Reimbursement Claim Form (6161F). The "Estimated Expenses" section of the form must be approved no later than 10 working days in advance of the conference. A requisition form is not required.

Reimbursement Process
Requests for the reimbursement of expenses should only be made after the expenses have been incurred. The "Actual Expenses" section of the Request for Conference Attendance / Reimbursement Claim Form (6161F)/GSA Meal Form must be completed within 30 days upon return from the conference. All reimbursement requests should be documented using claim forms and Travel Expense Statement and/or mileage forms if applicable. The claim form is to be completed for the conference cost, and mileage expenses referencing a PO number if applicable. Original itemized receipts must be attached with the exception of meals. The claim form must be approved by the supervisor or administrator. The following guidance relates to what expenses are reimbursable:

Transportation
To be eligible for reimbursement, all transportation costs must be for reasonable and economical means of travel. The preferred method of travel is using a personal automobile. Other options of travel include air, train, and bus. A cost comparison should be completed prior to making a final determination. If the method of travel varies from a personal automobile or airplane, it must be approved by the immediate supervisor and the Assistant Superintendent for Business.

Mileage/Parking/Tolls
Mileage will be reimbursed at the Business Internal Revenue Service rate Standard Mileage Rates | Internal Revenue Service (irs.gov) in effect on the date the travel occurred. Gasoline or any other fuel source will not be reimbursed. Parking costs, including local taxes, and tolls are eligible for reimbursement. Mileage to and from offsite conferences or to conduct other school district business will be calculated from the school district building you are assigned to. Proof of distance traveled needs to be documented (MapQuest or Google Maps) and submitted for reimbursement to occur.

Mileage calculations for travel between district buildings, BOCES buildings, and other PCSD work locations are calculated on the *District Mileage Between Schools* guide for your use.

NYS Thruway tolls can be estimated using Toll and Distance Calculator - New York State Thruway.
A printout of the estimate can be submitted for reimbursement.

Airplane Transport
Refundable airfare is authorized based upon both the cost of alternate forms of travel and the amount of travel time involved. If needed, the employee/staff member should schedule a meeting with the purchasing agent or designee in the business office to book a flight. The employee/staff member is expected to use their personal credit card to make the flight arrangements. At least two comparative flight quotes should be analyzed and saved for review when submitting the final receipt for the flight.

Air travel is authorized within one day in advance of the conference's start and end date. The district will provide reimbursement for the least expensive refundable flight departing during work hours. However, the employee/staff member may choose to fly outside of those hours/days and may choose to use benefit time to extend the trip with permission from a supervisor. If there is an additional expense to fly outside of those hours/days, the employee/staff member will be responsible for paying the difference.

Airfare for first class or business class seating is not permitted. Additional costs for preferred seating, exclusive of first class or business class seating, is at the discretion of the supervisor or administrator. One bag within the airline's allowable weight is reimbursable. The employee/staff member will be responsible for any missed flights, flight cancellations or changes that result in additional charges to the district. The only exception is when the reason for the cancellation or change is authorized by the Superintendent of Schools.

Group plane ticket reservations should be coordinated with the purchasing agent or designee.

Lodging
Lodging is reimbursable when the employee/staff member attends a multi-day conference, when travel one-way to the destination is more than 2 hours, or with administrative approval. The start time of the conference or meeting can also be a factor. Hotel conference center lodging should be considered first. **If there are multiple recommended hotels, the least expensive, closest hotel should be considered.** If conference center lodging is not available, alternate choices must be reasonably priced in comparison to the hotel conference center and pre-approved by an administrator. Considerations for alternate lodging choices should include the safety of the location and if any additional charges for transportation and/or meals will be necessary.

For lodging within New York State, a ST-129 Tax Exemption form must be used. Any sales tax expense incurred in New York State due to the lack of a ST-129 form will either not be reimbursed or will be refunded by the employee. Only the expense for lodging is reimbursable. Any other room charges are the responsibility of the employee and not subject to reimbursement. If the hotel reservation is cancelled, changed or modified resulting in additional cost to the district, the employee will be responsible for this expense. In the case of cancellation due to circumstances beyond the employee's control, the reimbursement of expense will be at the discretion of the Superintendent of Schools.

Except where hotel room rates are included in the conference registration or have been pre-approved, the district will reimburse lodging costs at the rate established by the U.S. General Services Administration (GSA).

Meals
To be eligible for reimbursement for a specific meal, required trip departure and return times will be used as the determining factor. Breakfast will not be reimbursed on the first day of travel. Dinner will not be reimbursed on the final day of travel unless there is a unique circumstance. Meal reimbursement amounts will be limited to the U.S General Services Administration (GSA) meal rates based on the primary destination of travel. No receipts are required. Please note that if actual meal expenses exceed GSA per diem rates, the employee/staff member is responsible for the balance of the expense.

When submitting for reimbursable meals, use the link www.gsa.gov/perdiem to find the applicable GSA per diem rate based on the destination. Only the meal rates for breakfast, lunch, and dinner will be reimbursed, not the incidental amount. Please contact the business office with any questions related to GSA per diem rates. The district includes costs incurred by use of ride sharing companies, such as Uber, to/from the restaurant in the total GSA reimbursable rate. Separate reimbursement for travel to/from restaurants will not be paid.

Meals are not eligible for reimbursement if the conference fee includes meals or if the meal is paid for by an outside agent or agency. Meals are not reimbursable for one day local conferences, workshops, or BOCES meetings.

Meals for students, for example at individual athletic state championships, should also follow the GSA meal rates.

Prepayment of Expenses
Prepayment of expenses may be allowable in certain circumstances if the employee/staff member has a compelling financial reason. Discussion with a supervisor or administrator and subsequent approval from the business office is required.