

EXPENSE REIMBURSEMENT

School district employees, officials, and members of the Board of Education will be reimbursed for reasonable, actual, necessary, and properly documented out-of-pocket expenses incurred in connection with authorized District business, in accordance with this policy and accompanying regulations.

Only expenses necessary to the purpose of the travel are reimbursable. Reasonable transportation expenses, including taxi, rideshare (e.g., Uber or Lyft), public transportation, parking, and tolls, are reimbursable when necessary for authorized District business. Mileage reimbursement shall be paid at the standard business mileage rate established by the Internal Revenue Service (IRS). District tax-exempt certificates shall be used whenever applicable. When tax cannot legally be avoided, such as sales tax on individual restaurant meals, the tax may be reimbursed as an incidental expense.

The Board, by majority vote, will determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools at district expense.

The Superintendent shall determine, in the first instance, whether attendance by District employees at conferences, workshops, or professional meetings serves a legitimate District purpose and is eligible for reimbursement under this policy.

Employees or Board members may extend authorized travel for personal reasons, provided the additional time is charged to appropriate leave and does not result in any additional cost to the District. Any expenses attributable to personal travel or accompanying guests are the sole responsibility of the traveler.

To receive reimbursement, the claimant shall submit a signed expense voucher with itemized receipts or other supporting documentation, together with the approved conference or travel authorization and any required post-conference report or evaluation. Claims shall be submitted within the timeframes established by District regulations. Reimbursement shall be made only after audit and approval in accordance with applicable law. Failure to comply with this policy or accompanying regulations may result in denial of reimbursement.

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

Ref:

Education Law §§ 1604(27); 1709(30); 1804; 2118; 3023; 3028

Education Law § 3811

General Municipal Law §§ 77-b; 77-c

Internal Revenue Service, Office of Federal, State & Local Government, *Publication 5137:*

Fringe Benefit Guide

Office of the State Comptroller, *Travel and Conference Expense Management* (current edition)

EXPENSE REIMBURSEMENT

Office of the State Comptroller, *Improving the Effectiveness of Your Claims Auditing Process*
(current edition)

Approved by the Board of Education:

07/07/26