

EXPENSE REIMBURSEMENT REGULATION

To implement the District's Expense Reimbursement Policy, the following regulations apply.

1. If a District vehicle is available, District employees and Board of Education members requiring a vehicle must use it unless the individual has received prior approval from the Superintendent.
2. Reasonable expenses will be reimbursed upon the District receiving itemized receipts. Meals will be reimbursed up to \$60.00 per day plus gratuities up to 20% of the bill. There will be no reimbursement if receipts are not itemized (eg. specific foods ordered for a meal). No exceptions.

Conference/Workshop

1. Request forms must be pre-approved by the building administrator and the Assistant Superintendent for Instruction.
2. Purchase of alcoholic beverages are not allowed (this includes non-alcoholic beer).
3. New York State sales tax is not reimbursable. Sales tax exempt forms are provided in the conference packets, or may be obtained from the Business Services office. Itemized receipts must be submitted to support all reimbursements. A copy of a check or credit card receipt is not acceptable.
4. Claimants will need to fill out the expense worksheet and return it with the itemized receipts for conference registration, meals, room, travel, tolls, and so forth. Each person must return any money left over from your advance, if one was received. If expenses exceed the advance the employer will be reimbursed the difference, if accompanied with itemized receipts. All of the foregoing items will be submitted to the Business Office within one week of the end of the conference.
5. Purchases of books, materials or tapes at conferences are not reimbursable.
6. Telephone calls and snacks are not reimbursable.
7. Mileage for use of personal vehicles is not allowed unless a District vehicle is not available or prior permission has been received from the Superintendent. Proof of unavailability provided by the Transportation Office staff or written permission from the Superintendent should be submitted with conference receipts. If it is in the best interest of the District, mileage will be paid for use of personal vehicles for trips within a 20 mile radius of the Bus Garage regardless of whether a District vehicle is available.
8. If the driver lives 25 miles or more from the Bus Garage, and the meeting/conference being attended is near the persons home or in the direction away from the Bus Garage, a request may be submitted to the Superintendent for a waiver to drive a personal vehicle. The purpose of the waiver is to save time and money.

Adopted: November 15, 2006