

**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. There will be no reimbursement if receipts are not itemized. If the workshop/conference requires an overnight stay, the District will make all arrangements. NO EXCEPTIONS.
3. Meals will be reimbursed up to **\$70.00** per day, plus gratuities up to 20% of the bill prior to any addition of state tax (**only meal tips will be reimbursable and tip amount for your meal must be recorded on receipt at the time the tip is left**). NYS tax **WILL NOT** be reimbursed. NO EXCEPTIONS.
4. Any other tipping will be at your discretion (ie: housekeeping, taxi, etc.) and **WILL NOT** be reimbursed.
5. Itemized receipts are required for hotel room stays. If the District pays hotel room directly and an itemized receipt is not submitted by the employee to the Instructional Office upon their return, employee will be responsible to reimburse the District for the room.
6. All receipts must be returned promptly and no later than 30 days after returning from the workshop/conference.

**Conference/Workshop**

1. Request forms must be pre-approved by the building administrator and the Director of Elementary or Secondary Education.
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 meals, travel, tolls, and so forth no later than 30 days after returning from the workshop/conference.
5. If a cash advance was given (special circumstances include Coaches, etc) each person must return any money left over from your advance. 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.

6. Purchases of books, materials or tapes at conferences are not reimbursable without prior approval from the Director of Elementary or Secondary Education.
7. Telephone calls and snacks and beverages not consumed with a meal, are not reimbursable.
8. 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.
9. If the driver lives 25 miles or more from the Bus Garage, and the meeting/conference being attended is near the person's 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.
10. "Travel status" starts and ends 100 miles from the location you typically report to work. Meals will only be reimbursed while in "travel status."
11. Overnight stays will not be permitted one day prior to the start of; or the last day of any event within a 100 mile radius of where you typically report to work.