

EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable out-of-pocket expenses which are legally authorized and incurred for district job related responsibilities.

Mileage will be paid at the rate fixed by the Federal Internal Revenue Service. Tax exemption certificates shall be issued and utilized as appropriate. Transportation costs such as taxi cabs are allowable only for essential transportation.

The Board, by majority vote, shall approve which state/national conferences may be attended by Board members and/or the Superintendent of Schools.

The Superintendent, or his/her designee, shall determine whether attendance by the 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.

To obtain reimbursement, the claimant must complete and sign an expense claim form (see 6830.E-1), attach all original receipts or other expense documentation, together with a copy of the approved conference attendance request form (See 6830.E-2)(if applicable), and evaluation report (if required), and submit the same to the appropriate administrator (no later than 30 days following the end of the school year), and after such claim has been audited and allowed. The district will not allow for reimbursement of personal tips.

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

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Adopted: Adopted: October 27, 1975
Amended: March 26, 1979
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