

## **EXPENSE REIMBURSEMENT REGULATION**

This district shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred for school-related business upon receipt of a signed and approved claim form and itemized receipts. Expenses from the same individual should be consolidated and submitted no more than one time per month. The following rules shall guide the reimbursement of school-related expenses:

### **Transportation**

- Mileage expense shall be submitted, preferably monthly, but no later than 30 days following the end of the school year, on the prescribed form (see 6830-E.3), utilizing, where appropriate, the standardized in-district mileage chart (see 6830-E.4) indicating the number of miles traveled on district business for each trip, all destinations and purpose.
- Travel shall be the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is private automobile, mileage shall be reimbursed at the level approved by the Internal Revenue Service. Parking and tolls, with original receipts, will also be reimbursed, but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Original receipts must be attached.
- Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

### **Lodging**

Persons traveling on district-related business are expected to secure the most reasonable rate for necessary (defined to be in excess of 75 miles from the District Offices) hotel accommodations. The district will reimburse up to the maximum lodging fee set by the federal government for that location. These rates can be found at

<http://nysosc3.osc.state.ny.us/agencies/travel/travel.htm> *gsa.gov per diem rates*

When the rate is predetermined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the Board and the Superintendent) and the Superintendent (for all others) prior to the stay.

### **Meals**

Persons traveling on district related business are expected to secure the most reasonable rate for necessary meals. Unless meals are predetermined by the organization sponsoring the event, the district will reimburse up to the maximum meal fee set by the federal government for that location. These rates can be found at <http://nysosc3.osc.state.ny.us/agencies/travel/travel.htm>

*gsa.gov - per diem rates*

**Personal Expenses**

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

All other expenses must be related to district business and approved by the appropriate administrator on the prescribed documented claim form. Sales tax is non-reimbursable inasmuch as the school district is a tax-exempt governmental entity. Personal tips are not reimbursable.

Adopted: October 28, 1975

Amended: January 23, 2006