

PROCEDURE

2013

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Personnel

SUBJECT: TRAVEL AND CONFERENCE EXPENSES

Approval for Travel

The District may pay for employee travel expenses that are reasonable and necessary when the travel clearly involves official District business. Prior approval for all travel and conference expenses must be obtained through the use of the Travel Request Form (Form 6161F) before any expenses are incurred. The Travel Request Form must include the following information:

- 1) Conference Name
- 2) Location (City and State)
- 3) Dates of Conference and Travel
- 4) Estimated Travel Expenditures
- 5) Conference/Workshop Registration Form

Cash advances may be issued for estimated out of pocket expenses for registration, fees, travel and lodging to an official/employee duly authorized to attend a conference. Travel advances are limited to seventy-five percent (75%) of the total estimated out of pocket expenses with a minimum of three (3) days travel. Advances for meals will be based on the meal reimbursement rate of forty dollars (\$40)/day. Once receipts are turned into the Business Office the additional meal expenses will be reimbursed.

Allowable Expenses

The District will reimburse employees for reasonable and necessary expenses associated with travel for meals, mileage, lodging, conference fees, airfare, parking and tolls. All expenses must have original itemized receipts showing proof of payment. Photocopies or credit card receipts/statements do not provide sufficient details for reimbursement.

1) Meals

Employees will be reimbursed the cost of their meals when traveling for District purposes during recognized meal times. If traveling to a one (1) day conference and lodging is not required, two (2) meals may be reimbursed on travel days. Tax and alcohol will not be reimbursed. Any meals in excess of the per diem rates will be the responsibility of the employee and will not be reimbursed. Original *itemized* receipts are required for reimbursement of meals. Credit card receipts will **NOT** be sufficient. If the meal receipt includes meals for more than one person; a list of the people included on the receipt is required.

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Meals expense will be reimbursed at no more than eighty dollars (\$80) per day; Eighteen dollars (\$18)/breakfast, Twenty-two dollars (\$22)/lunch and forty dollars (\$40)/dinner with itemized receipts. If receipts are not available, meals shall be reimbursed at no more than forty dollars (\$40) per day; nine dollars (\$9)/breakfast, eleven dollars (\$11)/lunch and twenty dollars (\$20)/dinner.

Gratuities not to exceed twenty percent (20%) of the meal rates set above are eligible for reimbursement.

If the Superintendent feels that an increase in the daily meal allowance is warranted by the location of the conference, he/she has the discretion to increase the maximum meal allowance by up to twenty-five percent (25%). This determination must be made during the travel request approval process.

2) Mileage

Travel shall be by the most reasonable and economical means available. A District vehicle is available for employees to use when traveling for District purposes. If a school vehicle is used, the employee can be reimbursed for gas, parking and tolls with the original detailed receipts.

If an employee uses their personal vehicle for travel, mileage will be reimbursed based on the following:

	Car Pooling	No Car Pooling
School Car Available but not Requested/Used	\$.07 less than Board approved rate/mile	\$.17 less than Board approved rate/mile
School Car Not Available	Board approved Rate	\$.17 less than Board approved rate/mile

The District may verify mileage and change accordingly when mileage is deemed excessive or unreasonable. To be reimbursed for mileage, a travel expense claim form (6161F.1) must be submitted detailing the date, starting and ending location, number of miles and conference name.

3) Lodging

District employees are expected to secure the most reasonable rate for necessary hotel accommodations. When the rate is pre-determined by the organization sponsoring the event, the District shall secure a room rate at no more than the pre-determined rate. One (1) room for two (2) officials working under the same employment contract is required if full reimbursement is

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expected. The Superintendent may at his/her discretion give prior approval to an individual for a single room. All hotel reservations must be made through the Business Office using the travel request form. Please include the following details with the travel request form or attach a quote from the hotel:

- a. Hotel name and address
- b. Check-in and check-out dates
- c. Number of nights
- d. Names of all guests
- e. Room Type (e.g.: 1 King, 2 Double, etc.)
- f. Special rate codes
- g. Conference Name

A copy of the purchase order and tax-exempt form must be submitted by the Business Office to the hotel either by fax or mail. If the hotel will not accept purchase orders, then the District credit card will be used to reserve the room. An itemized lodging receipt must be turned into the Business Office when the trip is complete. Personal credit cards should **NOT** be used for lodging expenses, but will be required at check-in for personal expenses such as telephone calls and room service.

4) Airfare

The District may pay for the actual cost of commercial air transportation for approved travel. Travel arrangements must be coordinated through the Business Office. An original passenger receipt must be turned into the Business Office including the passenger name, airline, flight number, date, origin and destination.

5) Conference Registration

The District will pay for the cost of approved conferences. The travel request form must include the name of the conference, location, dates, and the names of attendees. The completed registration form must also be attached to the requisition form. The Business Office will register employees for all conferences and make payment arrangements either by purchase order or check. After the conference, the signed requestor copy of the purchase order must be sent to the Business Office.

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Non-Allowable Expenses

The District does **NOT** reimburse for alcohol, New York State tax, telephone calls, or entertainment. Expenses incurred by family members while traveling or other types of personal expenses will **NOT** be reimbursed. Expenses incurred for personal travel made before, during or immediately following a conference will not be reimbursed.

Reimbursement Procedures

Reimbursement for travel expenditures can only be made from an approved travel expense form and purchase order. It is the responsibility of the employee to submit the request for reimbursement. Employees must attach the **original itemized receipt** to the requestor copy of the purchase order and send with the travel expense claim form to the Business Office. **Travel reimbursements must be turned in timely; reimbursements turned in after thirty (30) days will not be reimbursed.** Any trips taken without proper and prior approval will be at the employee's expense.