



EXPENSE REIMBURSEMENT

The District will, to the fullest extent possible, directly pay for expenses related to pre-approved official school business that may incur additional expense. School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized, properly documented and incurred in the conduct of approved school related activities.

Only expenses necessary to the purpose of approved school business are reimbursable.

The Board, by majority vote, will determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools at district expense.

The Superintendent will determine, whether attendance by 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.

Tax exemption certificates will be issued and utilized as appropriate.

Transportation will be reimbursed for costs that are necessary and essential to school business. Mileage reimbursement for use of private automobile will be paid at the rate fixed by the federal Internal Revenue Service for business travel.

Reimbursement for lodging and meals will be limited to the General Services Administration rate which will be posted on the district website.

To obtain reimbursement, the claimant must complete and sign a claim form, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator. Reimbursement will only be made after such a claim has been audited and allowed. Failure to adhere to this policy will result in denial of reimbursement. Staff members are strongly encouraged to submit reimbursement as soon as possible. Reimbursement must be submitted within 60 days of the expense to be eligible for reimbursement.

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

Ref:

Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028

General Municipal Law §§77-b; 77-c

Internal Revenue Service, Office of Federal, State & Local Government, Publication 5137: "Fringe Benefit Guide," <https://www.irs.gov/pub/irs-pdf/p5137.pdf>

Office of the NYS Comptroller, Local Government Management Guide, "Travel and Conference Expense Management" (Dec.2020), <https://www.osc.state.ny.us/files/local-government/publications/pdf/travel-and-conference-expense-management.pdf>

Office of the NYS Comptroller, Local Government Management Guide, "Improving the Effectiveness of Your Claims Auditing Process" (Dec. 2020), <https://www.osc.state.ny.us/files/local-government/publications/pdf/improving-the-effectiveness-of-claims-auditing-process.pdf>

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