



EXPENSE REIMBURSEMENT REGULATION

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 and incurred in connection with pre-approved school-related business or travel.

Reimbursement will occur upon receipt of a completed claim form with itemized receipts and approved attendance form **within sixty (60) days of the date the approved expense was incurred**. Staff members are strongly encouraged to submit reimbursement as soon as possible. The following rules will guide the reimbursement of school-related travel expenses:

Transportation

- Travel must be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, mileage will be reimbursed at the rate approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. 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 will be reimbursed at the lowest feasible fare available and must 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.
- Fare or fee for use of a taxi or similar service will only be reimbursed for transportation necessary for school-related travel expenses, and only with a receipt.

Lodging

- Persons traveling on District-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The District will reimburse for actual lodging fees **not to exceed the maximum lodging rate established by the General Services Administration (GSA)** for the applicable location and date of travel.
- When the rate is pre-determined by the organization sponsoring the event, the traveler must secure a room rate at no more than the predetermined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate higher than the most reasonable rate or a predetermined 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.
- Approved hotel expenses include only the room rate, resort fee and taxes (outside NY State). It is the employee's responsibility to present upon check-in a Tax-Exempt form and their school ID for all NY State hotels. No sales tax will be reimbursed by the District for lodging in NY State.
- An itemized bill must be presented for reimbursement for all lodging expenses.

Meals

The District will reimburse for meals for individuals traveling on District business, where the travel is substantially longer than an ordinary day's work. When meals are not provided as part of the conference registration, the cost of reasonable meals including gratuities may be reimbursed when itemized receipts are submitted. When a meal is already paid for by the District (for example, included with the conference or hotel costs), the corresponding amount for that meal will be deducted from the daily total. The maximum reimbursable meals charges, including gratuities, for persons traveling for district related purposes will not exceed the federal per diem rate established by the U.S. General Service Administration published at

<http://www.gsa.gov/mie>. Snacks are not reimbursable unless they have taken the place of a meal. The first and last day of travel will be paid at ~~the~~ the reduced GSA rate of 75%. Itemized receipts are required to show that expenses are allowable under this policy.

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, telephone calls, transportation costs unrelated to District business, and any additional costs arising from travel extension or additional guests.

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