

Personnel

**SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

Conference travel will be for official business utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Frontline Professional Growth on file which has been approved by the appropriate supervisor. The Deputy Superintendent or designee must approve those Frontline Professional Growth applications which have reimbursable employee expenses.

All conference reimbursement requests must be submitted using a Form.

Expenses will be reimbursed when accompanied by original itemized receipts for lodging and other reimbursable expenses. Meal expenses for travel will only be reimbursed based on the Board approved per diem rates which are modeled after the United States General Services Administration per diem rates unless specified in a collective bargaining unit contract. New York State sales tax cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

Mileage will be reimbursed only if a district vehicle is not available. To be reimbursed mileage a Mileage Reimbursement Claim Form must be submitted along with a printout from Google Maps showing the exact mileage.

Original receipts are required when submitting for parking and tolls, however "E-ZPass" statements may be substituted with the appropriate charges highlighted.

General Municipal Law § 77-b(2)

NOTE: Refer also to Policy #5323 -- Reimbursement for Meals/Refreshments