

### Expense Reimbursement for Travel Expenses

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 while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate established by the Board of Education at its reorganization meeting. Tax exemption certificates shall be issued and utilized as appropriate, to avoid sales tax costs.

The Superintendent shall determine, in the first instance, 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.

To obtain reimbursement, the claimant must complete and sign the standard claim voucher, attach all itemized receipts or other expense documentation. The required documentation shall be submitted to the business office and approved by the Superintendent and paid after such claim is audited.

The following rules shall guide the reimbursement of school related travel expenses. Regulations concerning expense reimbursement shall be reviewed and revised as appropriate.

#### **Regulations**

Travel arrangements - including room, board, and transportation - are to be coordinated through the Business Office, and paid utilizing a district credit card and tax exempt documentation whenever possible.

#### **Transportation:**

1. Travel shall be by the most economical method, whether by automobile, or common carrier such as bus, train, or airplane. Staff members will be encouraged to use a school vehicle. If there is an extenuating circumstance where use of a school vehicle is not practical, then that should be explained in writing and preapproved by the Superintendent, and reimbursement will be authorized.
2. If a school vehicle is not available, private automobile mileage shall be reimbursed at the level approved by the Board of Education at its reorganization meeting for business travel. Mileage will be reimbursed from the traveler's residence of record or Sharon Springs Central School, whichever is less. Evening or weekend travel is allowed from home if previously approved.

3. Staff members attending the same conference must carpool whenever practical. Any exceptions must be preapproved by the superintendent.
4. Rental car expenses will be allowed with prior approval by the Board President or Superintendent of Schools and are to be paid with a district credit card.
5. Air travel is allowed when approved by the Board President or Superintendent of Schools. Air travel shall be at the lowest fare available and shall not exceed coach class fare.

**Lodging:**

1. Persons traveling on district-related business are expected to utilize the least expensive accommodations available without sacrificing safety and sanitation.
2. The location of accommodations should be such that additional travel-related expenses such as mileage and cab fare are minimized.
3. When the lodging rate is offered by the sponsoring organization, the traveler shall secure a room rate at no more than the pre-determined rate. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate will be reimbursed only if approved in advance by the Board President (for Board members or Superintendent) and by the Superintendent for all other employees.

**Meals:**

Reasonable meal charges, \$20 per meal including gratuities, for persons traveling overnight for district-related business will be allowed. However, in extenuating circumstances with preapproval, this amount may be exceeded, such as with a conference in a large metropolitan area.

**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, sporting event ticket, telephone calls and transportation costs unrelated to district business.

REF: Education Law §1604 (27), 1709 (30), 1804, 2118, 3023, 3028  
General Municipal Law §77-b