

Personnel

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

Conference travel shall be for official business and shall be made utilizing a cost-effective and reasonable method of travel. All conference travel must have a completed Travel Conference Request Form on file which has been approved by the appropriate supervisor(s). The Superintendent or his/her designee approves those Travel Conference Requests which have reimbursable employee expenses. Travel Conference Request Forms are only to be used by District employees.

All conference reimbursement requests must be submitted using a Travel Conference Reimbursement Form.

Unless further limited by bargaining agreements, expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed based on the Board approved per diem rates which are modeled after the United States General Services Administration (USGSA) per diem rates which can be found at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

New York State sales taxes for lodging cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations and meals.

A separate itemized receipt is required for meal reimbursement, and it may not include charges for alcoholic beverages. A tax-exempt form is to be presented at the time of meal purchase.

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

General Municipal Law Section 77-b(2)

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

Adopted: November 23, 2009

Instructional/Business

Non-

Operations

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The School District will issue a credit card in its name to the Purchasing Agent for the use of its officers and designated employees for authorized expenses. However, authorized personnel must submit purchase requisitions for those related expenses, prior to the use of the credit card.

This credit card will only be for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the Superintendent or his/her designee, prior to use.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges.

The credit cards shall be locked in a secure place in the Purchasing Office.

Any individual who makes an unauthorized purchase with a School District credit card shall be required to reimburse the School District for the purchase.

Adopted: November 23, 2009

