

6830 EXPENSE REIMBURSEMENT

Members of the Board of Education, school officials and staff members shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities. Only expenses necessary to the purpose of the travel shall be reimbursable. Tax exemption letters shall be issued and utilized only for official school related business.

The Board of Education shall determine, by duly adopted resolution, whether the attendance of members of the Board of Education at any conference or professional meeting is in the best interest of the School District and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools, or his/her designee, shall determine whether attendance by School District staff at any conference or professional meeting is in the best interest of the School District and whether such staff members are eligible for reimbursement of expenses under this policy within budgetary allocations.

To obtain reimbursement, the claimant must first secure a purchase order and, then after travel has occurred, complete and sign a claim for reimbursement, attach all receipts or other expense documentation, together with a copy of the approved conference request form from the School District's online approval system and conference attendance certificate, and submit the same to the Business Office. Reimbursement shall only be made after such claim has been audited and cleared for payment.

Day Travel

When a Board of Education member, school official or employee engages in travel which does not result in overnight travel, only transportation and registration costs are eligible for reimbursement. Notwithstanding the foregoing, if a Board of Education member, school official or employee attends a multi-day conference and chooses to travel between home and the conference, the Board of Education member, school official or employee will be reimbursed for meals as set forth below concerning meals.

Overnight Travel

Board of Education members, school officials and employees traveling on School District-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The School District will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. GSA rates can be found at <http://www.gsa.gov/portal/content/104877>.

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of School District business. When the lodging rate is pre-determined by the organization sponsoring the event, lodging costs shall be reimbursed at a rate not in excess of the rate charged by the convention/event hotel, notwithstanding what the federal travel reimbursement rate is. The School District will not reimburse Board of Education members, school officials or employees traveling on School District related business for costs associated with checking more than one (1) bag. When a Board of Education member, school official or employee engages in overnight travel, that individual may also be reimbursed for meals, registration costs, and miscellaneous other expenses, as set forth below, but not for personal expenses.

Hotel accommodations that exceed the GSA rate where no convention/event hotel is available, or where the rate exceeds the lowest equivalent rate charged by the convention/event hotel(s), will be reimbursed only if approved by the Board President (for members of the Board of Education and the Superintendent of Schools) and the Superintendent of Schools (for all others) prior to the stay. Notwithstanding the foregoing, when the purpose of staff travel is to chaperone or accompany students

to a school-sponsored or school-related event, the lodging rate of the hotel at which the student is staying will determine the lodging rate for the employee to be paid by the School District.

Method of Transportation

Travel shall be by the most economical and practical means as determined by the School District, whether by private automobile, school vehicle, rental vehicle, or common carrier such as bus, train, or airplane. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board of Education member, school official or employee health and safety, the cost of the Board of Education member's, school official's or employee's time, and the impact on the Board of Education member's, school official's or employee's ability to efficiently conduct School District-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

Personal Vehicle

In certain instances, it may be appropriate for Board of Education members, school officials or employees to use their personal vehicles for School District-approved travel. Employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Toll and parking are also eligible for reimbursement. Repairs, maintenance, and vehicle fluids (including, but not limited to, fuel and oil) are not reimbursable. Reimbursement for mileage is permitted only where the mileage exceeds the distance of the employee's typical commute to school.

Rental Vehicle

Although the use of rental vehicles may be necessary when travel is required out of the area for school-related purposes, rental vehicles are generally not permitted for local travel. In lieu of mileage, vehicle rental charges and fuel costs for travel out of the area incurred by Board of Education members, school officials or employees may be submitted for reimbursement, provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost.

Airline and Railroad Travel (Long Distance or Overnight Travel)

Transportation by airline or railroad by Board of Education members, school officials or employees may be reimbursed for or paid for by the School District only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The School District shall carefully consider alternatives to overnight travel prior to authorization. Other transportation costs such as taxi cabs/ride sharing are allowable only for essential transportation.

Meals

Board of Education members, school officials and employees shall be reimbursed for meal charges, including gratuities, when traveling, subject to the limits defined below. The cost of any alcohol shall not be reimbursed under any circumstances.

Reimbursable meal charges, including tips/gratuities, for Board of Education members, school officials and employees traveling for School District-related business shall not exceed the United States General Services Administration per diem rates for meals in the area in which the travel will occur.

(See <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>
Where a location is not indicated, the standard rate will apply.)

Reimbursable Expenses

Conventions, Seminars, Conferences

Board of Education members, school officials and employees will be reimbursed for registration, workshop and other fees as itemized in the conference literature, at actual cost, if not prepaid by the School District. Cost for non-essential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the School District.

Tipping and Gratuities

Tips and/or gratuities in connection with transportation services shall not exceed \$40. Notwithstanding the foregoing, when the tips and/or gratuities in connection with transportation services relate to field trips over multiple days or with multiple drivers on one day, the not to exceed limit of \$40 can be based on a per-day, per bus/driver amount. Documentation must be provided for all requests for reimbursement for tips and/or gratuities.

Miscellaneous Other Services

Board of Education members, school officer or employees, when traveling for School District business or under other circumstances, may be required to use fax, express mail, photocopying, postage, internet connection or other incidental office services. These expenses are reimbursable if for official School District purposes only. The Board of Education member, school official or employee must document the date, time and purpose and provide receipts.

Non-Reimbursable Expenses

Parking and Traffic Violations

Any fines and/or penalties associated with a motor vehicle violation which were incurred during School District-approved travel are not reimbursable.

Personal Expenses

The School District does not reimburse Board of Education members, school officials or employees traveling on School 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, checking of more than (1) bag at additional cost, laundry costs and/or transportation costs unrelated to School District business. Notwithstanding the foregoing, when the purpose of staff travel is to chaperone or accompany students to a school-sponsored or school-related event requiring an overnight stay, the School District will pay for the checking of bags for required equipment/materials for the event.

Cross Ref:

Ref:

[Education Law §§1709\(30\); 1804; 2118; 3023; 3028](#)

[General Municipal Law §77-b](#)

Adoption date: November 14, 2016

Revised: July 2, 2019

Revised: January 9, 2023

Syosset Central School District
