

EXPENSE REIMBURSEMENT

Travel Reimbursement

Mahopac Central School District staff, officials and members of the Board of Education will be reimbursed for reasonable and approved out-of-pocket expenses incurred while traveling for approved school related activities. Only expenses necessary to the purpose of the travel shall be reimbursable.

Travel Reimbursement Procedures

1. To obtain reimbursement for a conference/workshop, the claimant must complete and sign the Mahopac Central School District claim form, attach all original receipts, or other expense documentation, together with a copy of the approved conference/workshop attendance request form, or print out of the requisite approval from the personnel management software, currently My Learning Plan, and evaluation report (if required), and submit the same to the immediate supervisor.
2. To obtain reimbursement for a meeting, the claimant must complete and sign the Mahopac Central Mahopac Central School District claim form, attach all original receipts or other expense documentation and submit the same to the immediate supervisor. No reimbursement for New York State taxes may be claimed. New York State Tax exemption certificates will be issued and to only be used for official school purposes for the District. Out of state taxes are eligible for reimbursement.
3. In accordance with Board policy, the following are expenses that are eligible for reimbursement:
 - a. Airfare, or other common carrier travel, is authorized for an amount not to exceed regular coach fare as if booked at least 30 days prior to departure. The most economical fare/mode of transportation shall be utilized, as approved by the individual's supervisor.
 - b. Lodging
 - For attendance at an approved conference/workshop or meeting:
 - Where room and board are included, the daily rate will be reimbursed;
 - Where the site is at a hotel, that hotel's rate will be reimbursed;
 - Where the site is not at a hotel, the room rate reserved by the hosting association or the prevailing rate for mid-priced lodging in that geographic area (i.e., Holiday Inn, Ramada Inn, Quality Inn, etc.) will be reimbursed.
 - A Board member or school officer or staff member, when traveling for approved District business or under other circumstances, may be required to use fax, express mail, photocopying, postage, modem connection or other incidental office services. These expenses are reimbursable if for official District purposes only. All office services should be completed through the hotel and any charges should be billed to the individual's

- room. The Board member, school officer or staff member must document the date, time and purpose and provide receipts.
- c. Meals shall be reimbursed based on the per diem rates which are modeled after the United States General Services Administration per diem rates found at <http://www.gsa.gov/portal/content/104877>.
 - d. Actual parking expenses may be claimed. Costs over \$1 per day shall be accompanied by a receipt.
 - e. Actual registration fees may be claimed for reimbursement.
 - f. Personal Vehicle Mileage
 - Mileage will be reimbursed in accordance with the Internal Revenue Service rate. Receipts for toll charges must accompany the claim form. EZ Pass statements may be substituted with the appropriate charges highlighted.
4. In accordance with Board policy, the following are not eligible for reimbursement:
- a. Traffic Violations
 - Any fines and/or penalties associated with a motor vehicle violation which were incurred during District-approved travel are not reimbursable.
 - b. Personal Expenses
 - Expenses that are considered to be personal in nature are not eligible for reimbursement. These expenses include, but are not limited to, pay television, alcoholic beverages, laundry, tickets for entertainment and non-business related transportation expenses.

District Events Reimbursement

The Board of Education recognizes that at certain times it may be appropriate to provide meals and/or refreshments at District meetings and/or events which are being held for an educational purpose.

District Events Reimbursement Procedures

Prior approval of the Superintendent/designee must be obtained for food and beverages provided at meetings or activities which will be charged to the District.

Any such expenditure must be appropriately documented with an itemized receipt and information showing the date and purpose of the meeting, food served, who attended the meetings and why the attendees needed food and/or refreshments to conduct District business. These requirements must be met for meals/refreshments provided by the school lunch fund or local vendors, charged to District credit cards and/or reimbursed to a District official.

Ref: Education Law §§ 1604(27); 1709(30); 1804; 2118; 3023; 3028
 General Municipal Law §77-b
Cross Ref: 5321 - District Credit Card
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