

## Policy Information

### Series 5000 - Personnel

#### Reimbursement for Approved Expenses

Policy # 5211, 2.1.1

## POLICY

1997 5211

Personnel

### SUBJECT: REIMBURSEMENT FOR APPROVED EXPENSES

It is the policy of the Board to reimburse expenses properly incurred in the performance of GVEP responsibilities. It is the responsibility of the District Superintendent to promulgate regulations detailing the procedures to be used for obtaining approval and submitting expenses for reimbursement.

- a. Section 77-b of the General Municipal Law mandates that authorization for attendance at conferences must be approved by the District Superintendent prior to the date of the conference.
- b. Employees must submit written requests for approval to attend on a Conference Request Form furnished by the District Superintendent indicating prior approval of the program manager.
- c. Board officials and employees are expected to submit itemized statements of expenses on forms provided by the Board, together with appropriate receipts for lodging, travel, et al.
- d. No reimbursement will be approved for payment for unauthorized travel or absence from work.

Board Approved

2/2/94

7/18/95

6/17/97

8/24/10

1997

R - 5211 - 1

ADMINISTRATIVE REGULATION  
Personnel

### SUBJECT: CONFERENCE ATTENDANCE AND REIMBURSEMENT FOR APPROVED EXPENSES

1. BOCES employees must submit a "Travel Conference Request" form with estimates of costs and program information to his/her immediate supervisor. The District Superintendent may exercise the right to further review and act upon requests above the \$500 amount. All employees are forewarned that advance notice is needed to allow for proper approval procedures to be completed.
2. A BOCES vehicle should be used whenever possible. If air travel is required, proper quotation for transportation must be submitted to the purchasing clerk.

3. Multiple attendees of the same conference are expected to car pool and share rooms, if possible. Exceptions should be noted in the conference request approval forms.
4. BOCES will reimburse receipted expenses of approved travel including: fees, tolls, meals, lodging, transportation, and one phone call per day to the employee's home. All lodging will be reimbursed at the single rate, not to exceed \$90 per day, except in major cities, and then not to exceed \$150 per day. All lodging reservations are to be made only upon procuring rates for at least two other hotels or motels in the same area, or at the conference host hotel. Tax exempt forms are furnished by the business office upon request.  
  
Reimbursement for meals will not exceed \$38 per day, except in major cities, where the maximum will be \$65 per day. All meal claims must be receipted.
5. Should an employee travel or attend a conference accompanied by a spouse or significant other, all cost for the spouse or significant other must be paid for by the employee.
6. Expenses must be accompanied by a receipt to be reimbursable. There will be no reimbursement of sales taxes within New York State.
7. A conference report will be provided to the BOCES employees' immediate supervisor.
8. The Program Assistant or the Principal of the Strategic Plan will be in contact with the employees who attending the conference within two weeks to research any emerging challenge that may have been presented.
9. Employees are asked to keep expenses to a minimum, as this will allow a maximum number of additional staff to utilize the limited budgeted funds for each year.
10. Non-overnight travel expenses should be extremely rare, but in such cases, the per diem meal rate shall not exceed the rates established in 4. above, proportioned at 20%/20%/60% for breakfast, lunch or dinner. An employee who is on BOCES business past 7:00 p.m. will be reimbursed for one telephone call per day, as necessary, to his/her home.
11. Program Managers are directed to develop and keep an accurate account of who attends conferences for the purpose of future budget planning. Equity and curriculum objectives are the guiding principles in determining who attends conferences.

### **Mileage/Expense Claim Reimbursements**

When submitting a claim form for mileage/expenses, the following apply:

1. No mileage is to be reimbursed for travel between your home and your regularly assigned work location.
2. Should you travel during the course of your work day for job-related activities, the mileage to and from your work location is reimbursable.
3. Mileage from home to a work assignment for job-related activities after normal working hours is reimbursable.
4. If you travel directly from home to a location other than your regularly assigned location, you must deduct the miles (round-trip, if applicable) from your home to your regularly assigned location from the number of miles traveled.
5. Original receipts are required when submitting for reimbursement for parking, tolls and other travel related expenses. If you use E-Z Pass, submit your monthly statement with the appropriate charges high-lighted.

6. The description used on the claim form to identify your reason for travel must include: starting point, ending point and purpose of travel or a brief description of the expense (toll, parking, etc.)
7. Claims are to be submitted, at least, on a quarterly basis.
8. The Genesee Valley BOCES reimburses mileage at the approved IRS reimbursement rate.

**TRAVEL CONFERENCE REQUEST FORM  
ROUTE OF APPROVAL AND ACTION**

EVENT	PERSON	ACTION
1.	Conference Applicant	Submits completed form to immediate supervisor in advance of conference.
2.	Immediate Supervisor and Assistant Superintendent (for amounts over \$250)	<ol style="list-style-type: none"> <li>a. Approves attendance at conference.</li> <li>b. Assigns a budget code.</li> <li>c. Forwards the form, along with a requisition, directly to central purchasing for budget code verification.</li> </ol>
3.	Central Purchasing Clerk	<p>If the budget code has sufficient funds; encumbers funds, initials form and completes requisition process.</p> <p>If the budget has insufficient funds the form is returned to immediate supervisor for correction and resubmission.</p>
4.	District Superintendent (for amounts over \$500)	Reviews and gives final approval in exceptional cases only. Places requests for teachers on upcoming Board agenda.
5.	District Clerk	If approved by the Board, Clerk forwards copy of request form to Central Purchasing. Returns original to applicant, via supervisor.
6.	Purchasing Clerk	Issues P.O.

1997

R - 5211 - 4

ADMINISTRATIVE REGULATION

**TRAVEL CONFERENCE REQUEST FORM - CLAIM  
ROUTE OF APPROVAL AND ACTION**

1.	Claimant	Fills in all required information, using the claim portion of the form, signs and attaches receipts.
2.	Immediate Supervisor	Reviews, signs approval, has claimant provide any conference updates, and forwards to central

accounts payable for final business office processing.

3. Purchasing Clerk Provides names of all claimants who attend conference to Program Assistant, Strategic Planning
4. Principal, Strategic Planning Contacts claimant within two weeks to discuss possible emerging educational challenges

Board Approved  
6/17/97  
1/18/06  
4/18/06

Adoption Date: 2/2/1994, Revised: 7/18/1995; 06/17/1997, 08/224/2010  
5000 - Personnel

---