

**SUBJECT: TRAVEL AND CONFERENCE EXPENSE REIMBURSEMENT****Travel Outside of District/Emergency Meetings**

Port Jervis City School District officials and employees are entitled to reimbursement for necessary expenses incurred in the performance of their official duties. However, it is the position of the New York State Comptroller's Office that meals of public officers and employees generally should not be reimbursed or paid by the municipal entity unless the officer or employee is traveling outside his/her regular work area on official business for an extended period of time, or where events prevent them from taking off during mealtime for food consumption because of a pressing need to complete business. All requests for reimbursement must document who attended the meetings and how the meetings fit these conditions.

**Reimbursement**

All expenditures 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 School District business. These requirements must be met for meals/refreshments/travel provided by the school lunch fund or local vendors, charged to District credit cards and/or reimbursed to a School District official.

In no case will the cost of meals exceed the current Federal per diem meal rates for the geographic area. Approved payments, including the mileage rate, shall be made in accordance with a schedule of allowable expenses adopted annually by the Board. There can be no reimbursement for alcohol purchase.

Travel expenses shall not be paid for home-to-school or school-to-home trips on regular daily assignments nor for evening assignments within the school district. All mileage reimbursement is to be verified by Mapquest or similar printout. Individuals traveling together on district business are expected to share room facilities whenever possible and appropriate. Tax exemption certificates shall be issued and utilized as appropriate.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all original receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator within thirty days of attendance of meeting/conference/event.