

<h1>POLICY</h1>	9282
	<p><b>Adopted:</b> August 22, 2006  <b>Revised:</b> October 2, 2007  <b>Revised:</b> August 1, 2008  <b>Revised:</b> July 5, 2016</p> <p><b>Personnel &amp; Negotiations</b></p>

**SUBJECT: EXPENSE REIMBURSEMENT**

In accordance with the Greater Southern Tier BOCES Board policy, the following are expenses that are eligible for reimbursement:

A. **Travel**

The generally accepted method of travel is via a BOCES-owned vehicle. If a BOCES-owned vehicle is unavailable, or if it is not practical to use a BOCES vehicle, mileage will be reimbursed in accordance with the Internal Revenue Service rate. Receipts for toll charges must accompany the claim form. *Meal expenses will be paid as stated below.*

Airfare, or other common carrier travel, is authorized for an amount not to exceed regular tourist class fare as if booked at least 30 days prior to departure. In an emergency or under extenuating circumstances, the 30-day requirement may be waived upon written approval of the District Superintendent.

Subject to the written approval of the District Superintendent, a traveler may be permitted to use a BOCES car or personal vehicle instead of traveling by air. In this event, if a personal vehicle is used, reimbursement for mileage will not exceed the regular tourist class airfare, as if booked 30 days prior to departure.

B. **Lodging**

Generally, lodging will be secured for employees through the use of a purchase order or BOCES credit card. If an employee must pay for lodging for BOCES business directly, the following rules will apply:

1. For attendance at an approved conference/workshop or meeting where all expenses of room and board are included in a daily rate, (American or modified American plan), reimbursement will be at that rate.
2. For attendance at an approved conference/workshop or meeting conducted in a hotel, reimbursement for lodging at that hotel will be at that rate.

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3. For attendance at an approved conference/workshop conducted at a site other than a hotel, reimbursement for lodging shall be at the “block room” rate established or reserved by an association for that conference/workshop.
4. For attendance at an approved meeting conducted at a site other than a hotel, reimbursement for lodging shall be at the prevailing rate for mid-priced lodging in that geographic area; for example, Holiday Inn, Howard Johnson, Ramada Inn, Quality Inn, Hampton Inn.

BOCES will reimburse employees for the additional cost of internet access in such lodging if it is not included in the cost of the room.

C. **Meals**

Meal expenses will be paid on a per diem basis at the rates set by the US General Services Administration for the locality to which an employee is traveling. Per diem rates will be paid to the employee based on the meals required while traveling (minus meals provided by the meeting attended) after s/he has returned from such trip. The first and last calendar day of travel is calculated at 75 percent.

D. **Parking**

Actual parking expenses may be claimed. Costs over \$1 per day shall be accompanied by a receipt.

E. **Registration**

Generally, registration fees will be paid for employees through the use of a purchase order or BOCES credit card. If an employee must pay for registration fees for BOCES business directly, the actual registration fees may be claimed for reimbursement.

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F. **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, tickets for entertainment, and non-business related transportation expenses.

G. **Claim Form**

Substantiation for per diems and other expenses must be on the BOCES claim form, signed by the individual who is claiming reimbursement. For conferences and workshops, a copy of the approved conference/workshop request form must be attached.

No reimbursement for New York State taxes may be claimed. Tax exemption certificates will be issued and used as appropriate.