

**SUBJECT: EMPLOYEE TRAVEL****Rules Relating To All Employee Travel**

- a) Meal expenses for overnight travel will only be reimbursed based on a per diem rate as per the current rates listed at the U.S. General Services Administration website below. Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses.
  - 1. The United States General Services Administration publishes on the following website the per diem meals rates for all major cities in the United States.  
<http://www.GSA.gov/Travel/Plan-book/per-diem-rates>  
  
When completing Travel Conference Reimbursement Forms, contact the Business Office with any questions.
- b) All conference travel must have a completed and approved Request for Approval of Leave Form on file.
- c) All reimbursements must be submitted using a Employee Reimbursement Form.
- d) When traveling by air, District employees shall use the lowest commercial carrier rates available.
- e) New York State sales taxes for lodging and meals cannot be reimbursed. A Sales Tax-Exempt Certificate Form (ST-129) can be obtain from the District office prior to travel for hotel accommodations.
- f) Travel over 300 miles per round trip must be by public carrier unless it can be demonstrated that automobile travel will be more economical with respect to the following: time involved, the cost of lodging and meals, the existing mileage allowance, and accessibility of the destination by public carrier.

**SUBJECT: EMPLOYEE TRAVEL (Cont'd.)**

**Guidelines for Use of Travel Conference Request and Reimbursement Forms**

The Travel Conference Request Forms are only to be used by District employees. If there are no expenses to be paid by district, the Travel Conference Request requires only the approval of the Principal/Manager and does not get sent to the Business Office. The Superintendent/designee approves those Travel Conference Requests which have reimbursable employee expense greater than one hundred dollars (\$100).

The Superintendent may impose restriction to the Travel Conference Request, such as "time only"; meaning the employee has personally incurred all costs of the conference.

The procedures for completing a Travel Conference Request are as follows:

- a) Complete all form information. Include a complete budget code.
- b) Under "District Prepaid or Billed," list only those expenses that will be paid using a District purchase order.
- c) Under "To Be Reimbursed," list only those expenses that will be paid by the employee.

(Continued)

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- d) For regular local monthly meetings which have a meeting fee (\$50 or less), costs can be claimed on the Mileage Report Reimbursement Request. Specific divisions may have additional requirements.
- e) Travel Conference Requests that do not require any type of expenditure of District funds may not be required by your Supervisor. Each Supervisor will establish proper protocol in these cases.
- f) Supervisor's approval is required.

The procedures for completing a Travel Conference Reimbursement Form are as follows:

- a) All appropriate original receipts must be attached. Reimbursements will not be approved if copies of receipts are used. In circumstances where a personal check or credit card is used, a copy of the check front and back or credit card statement will be acceptable.
- b) Only one employee can submit for reimbursement per receipt.
- c) Proper types of receipts include:
  - 1. Store register tapes showing the store name, description/date need to accompany a brief description justifying purchase.
  - 2. Invoices with company letterhead listing the employee as the purchaser and stamped paid in full.
  - 3. Copy of front and back of canceled check along with order form or registration form.
  - 4. Itemized hotel bills are required. A credit card receipt is not sufficient.
  - 5. Entertainment costs will not be reimbursed.
  - 6. If a meal receipt includes more than one meal that is being reimbursed; a list of the people included and district name/organization is required.
- d) The complete budget code must be entered, or will be returned to the Supervisor, which could delay processing.

(Continued)

Non-Instructional/Business  
Operations

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- e) Other expenses could include, but are not limited to, work related telephone costs and conference materials.
- f) Supervisor's approval is required.

**Guidelines for Use of Mileage Report Reimbursement Request**

Mileage Report Reimbursement Request is to be used for employees only.

The procedures for completing a Mileage Report Reimbursement Request are as follows:

- a) No mileage is allowed between your home and your regularly assigned location.
- b) Mileage from home to a work assignment for job related activities after normal working hours is reimbursable.
- c) If you travel directly from home to a location other than your regularly assigned location, you must deduct the miles from your home to your regularly assigned location.
- d) Original receipts are required when submitting for Parking, Tolls & Other. If you use "EZ Pass", submit your monthly statement with the appropriate charges highlighted.
- e) Only appropriate budget codes.
- f) Supervisor's approval is required.

Adopted: 4/19/05

Revised: 2/13/19