

**Board of Education Policy**

**EXPENSE REIMBURSEMENT**

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School district employees, officials, and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school-related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed annually by the Board of Education at the organization meeting. Tax exemption certificates shall be issued and utilized as approved by the District Treasurer and/or School Business Official.

The Superintendent of Schools, or designee, shall determine whether attendance by District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all itemized receipts or other expense documentation, together with a copy of the following approved forms: purchase order, Request for Professional Visitation or Conference Day form and evaluation report (if required), and submit the same to the appropriate administrator. Reimbursement shall only be made after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy.

**Reference:** Education Law §§ 1604(27); 1709(30); 2118; 3023; 3028  
General Municipal Law §77-b

**Cross-Ref:** Board Policy #3400

**Adopted:** 08/22/1996

**Reviewed:** 01/12/2005 12/16/2009 10/28/2015

**Revised:** 02/09/2005 01/27/2010 11/18/2015