

Policy # 62**REIMBURSEMENT FOR EXPENSES REGARDING CONFERENCES,
CONVENTIONS, WORKSHOPS, MEETINGS**

All actual and necessary registration and tuition fees, expenses of travel, meals, and lodging incurred in connection with conferences, conventions, and workshops related to School District business will be reimbursed upon the submission of receipts for such expenses along with a statement of the purpose for such expenses. Such receipts shall be submitted within 14 calendar days of when the expense was incurred. The consumption of alcoholic beverages is not a permitted expense, nor is any travel expense associated with a spouse.

Mileage shall be reimbursed at the then current IRS rate.

Authorization to attend a conference, convention, or workshop requiring travel for which reimbursement is sought must first be obtained from the Superintendent in writing and submitted before any claim or expense may be paid.

Extending travel for personal reasons is not a reimbursable expense. Extending business travel for personal reasons must first be authorized by the Superintendent. Any costs associated with such additional travel must be paid by the officer or employee.

The Board of Education recognizes that from time to time it may be appropriate to provide meals and refreshments at District meetings or events which are being held for an educational purpose. Expenditures made on such meals and refreshments should be appropriately documented with a receipt, appropriately itemized, and submitted to the District's Business Office within 14 calendar days of incurring such expense.

Examples of authorized categories of such expenditures include, but are not limited to, meals and refreshments for staff on teacher orientation day at the beginning of each year, staff recognition day, Superintendent's Conference Day, and community/District meetings.

Expenses for meals actually and necessarily incurred at meetings of School District personnel may be reimbursable upon the submission of appropriate receipts within 14 days of incurring such expense only if the School District business which is conducted is of an immediate nature and it is essential to conduct such a meeting during mealtime. Furtherance of the School District's business must be the main purpose of such a meeting and the meal only incidental thereto. Documentation seeking reimbursement shall recite the reason why the meeting was required to be conducted during a mealtime.

Expenses for meals actually and necessarily incurred for a Board meeting will be reimbursable only when the meeting is deemed essential to be conducted during a mealtime. Documentation seeking reimbursement shall recite the reason why the meeting was required to be conducted during a mealtime.

Any funds reimbursed in excess of expenditures must be refunded within 14 calendar days.

First Reading: May 17, 2017
Second Reading: June 7, 2017
BOE Adoption: June 7, 2017

Procedural Attachments 1, 2, 3 & 4

REQUIRED INFORMATION WHEN SUBMITTING A CLAIM FORM FOR REIMBURSEMENT FOR MEALS:

- 1) An itemized receipt showing each item paid for and its cost (proof that no tax was paid)
- 2) A list of the names of the people whose food you are paying for
- 3) The date of the conference/workshop
- 4) The name of the conference/workshop
- 5) The location of the conference/workshop

The above information is REQUIRED by the state education department for all purchases through federal grants. If your meal is being paid for with a grant ALL of this information must be provided or the reimbursement will not be issued. If your meal is being paid for with General fund money then a minimum of #1, 2, 3, and 4 are needed or the reimbursement will not be issued.

If the restaurant will not provide you with an itemized receipt, write it down on the receipt they do give you-be sure to list the cost of each item! We must be able to prove that the school district is not paying or reimbursing sales taxes.

Conference Registration and Hotel Purchase Orders – REQUIRED information

1. The names of ALL people going to the conference/staying at the hotel. If students will be attending/staying, please give student names if known. If student names are not known, please list the number of students.
2. The name of the conference/athletic event and its purpose. Example: Is it the state wrestling championships or a teacher training on literacy or the pageant of bands?
3. The date(s) of the conference/event/hotel stay.
4. If for hotel reservation, please include the confirmation # the hotel gave you when you made your reservation.
5. A copy of the conference/event registration form stating the conference/event fees, payment due date and payment address.
6. Copy of purple “Request for Approval of Conference/Workshop” form signed by Superintendent and Business Manager.

GREENE CENTRAL SCHOOL DISTRICT BUSINESS OFFICE

Procedures for Conference Requests

1. All conference requests should be made on the conference request form (better known as the 'purple sheet').
2. To ensure that the necessary approvals are received in time to register for the conference and make hotel reservations, please submit the form as soon as possible, but **no later than 14 days prior** to the conference registration date. If there is a deadline date for conference registration, please indicate so the necessary purchase orders may be generated in a timely manner.
3. Paperwork submission requirements: In addition to your conference request, you need to include the conference registration form and any hotel reservation information. All conference registrations and all hotel reservations will require a **PURCHASE REQUISITION** be completed. (this is a new requirement) Submit all forms and paperwork to your Supervisor for review and approval. If it is approved, it will be sent on to the Business Office for review and approval, and then onto the District Office for approval by the Superintendent. If the conference is fully approved, you (the requester) will receive from the District Office approval notification to register for the conference and make your hotel reservations.
4. The District's preferred method of payment is a Purchase Order. If conference registrations or hotel reservations do not accept purchase orders, you may either use your personal credit card or contact the Business Office for use of the District's credit card. In either case, you will need to retain itemized copies of your invoice/billing statement for proper payment.
5. The District Office will submit all completed and authorized conference requests to the DCMO BOCES Central Business Office for purchase order processing. If the requester needs the purchase order number or a copy to complete their registration, they may obtain this information by contacting Accounts Payable at 335-1322 or 335-1365.
6. After the staff member attends the conference, they should submit a Claim Voucher ('green sheet') and attach all of the itemized invoices/bills/receipts/statements/etc., and have this approved by their Supervisor.
7. Meal reimbursement is allowable with conference attendance that includes an overnight lodging stay and will be made per the limits identified on the Conference/Workshop Request forms.

GREENE CENTRAL SCHOOL

CATALOG
NAME

Any Conference Provider
123 Any Street
Anywhere, NY 12345

REFERENCE

PO NUMBER _____

DATE ISSUED _____

PLEASE LIMIT FIELD TO 15 ITEMS PER PAGE

BOCES Printing Service
Rev. 1/08

GREENE CENTRAL SCHOOL

PURCHASE REQUISITION

Copies to: WHITE - BOCES
YELLOW - GSC Business Office
PINK - Teacher
GOLD - School Office

CATALOG
NAME

Any Hotel
123 Any Street
Anywhere, NY 12345

REFERENCE

PO NUMBER

DATE ISSUED

PLEASE LIMIT FIELD TO 15 ITEMS PER PAGE

CATALOG YEAR		VENDOR'S PHONE NUMBER		BUDGET YEAR	
PAGE	CATALOG NUMBER	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	2 nights	1	Hotel Room for	\$148/night	\$296.00
			Jane Doe and Suzie Que		
			on 10/25, 10/26/2008		
			for Annual NYSASBO		
			Conference.		
			Confirmation # 1234567		
			1 room for 2 nights @ \$148ea night		
			arrive: 10/25/08		
			depart: 10/27/08		
			(hotel stay the nights of		
			10/25 and 10/26)		
			SHIPPING		
BUDGET CODE		TEACHER		DATE	TOTAL \$296-
PURCHASING AGENT		PRINCIPAL		DATE	