

## Personnel

**SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

Conference travel will be for official business utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Travel Conference Request Form and/or My Learning Plan on file which has been approved by the appropriate supervisor. The District Superintendent or designee must approve those Travel Conference Requests which have reimbursable employee expenses.

All conference reimbursement requests must be submitted using a Travel Conference Reimbursement Form.

Meal expenses for overnight travel will only be reimbursed based on the rates which are modeled after the United States General Services Administration per diem rates.

Procedures for Day trip expenses will be developed to follow the guidelines recommended by the Office of the State Comptroller.

New York State sales tax cannot generally be reimbursed. Sales tax may, however, be reimbursed when it is an actual and necessary expense. A Sales Tax-Exempt Form can be obtained prior to travel.

Original itemized receipts are required when submitting for meal reimbursements, parking and tolls, and other travel expenses however "E-ZPass" statements may be substituted with the appropriate charges highlighted.

General Municipal Law Section 77-b(2)

NOTE: Refer also to Policy #5323 -- Reimbursement for Meals/Refreshments

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