

## **6830 EXPENSE REIMBURSEMENT**

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

Only expenses necessary to the purpose of the travel are reimbursable. Transportation costs such as taxicabs are allowable only for essential transportation. Mileage will be paid at the rate fixed annually by the Board. Tax exemption certificates shall be issued and utilized as appropriate. (sales tax for individual restaurant meals are considered a necessary expense incidental to the meal.)

The Superintendent of Schools, or designee, shall determine, in the first instance, 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. Board of Education members and the Superintendent of Schools' conference attendance shall be approved by the Board of Education. A monthly written report will be presented to the Board of Education listing all expenses of the Superintendent and Board members. Board members shall be entitled to attend one Board approved national conference per year. In the event that no Board member is attending a Board approved national conference, a Board member may, with the approval of the President of the Board of Education, attend additional national conferences. A Board member may attend multiple local and state conferences.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipt or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator.

The Superintendent of Schools may develop additional procedures to administer this policy as it pertains to district employees.

The Superintendent of Schools shall provide the Board of Education with a monthly written report of all overnight conference attendance.

Adoption Date: October 19, 2002

Revised: November 4, 2003

Revised: October 12, 2004

Revised: March 8, 2005

Revised: October 13, 2009

Revised: March 14, 2023

**Valley Stream Central High School District**