

### **EXPENSE REIMBURSEMENT FOR CVES EMPLOYEES**

CVES employees will be reimbursed for reasonable out-of-pocket expenses incurred while traveling for BOCES-related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable and/or paid through the purchase order process. Payment shall be in accordance with Expense Reimbursement Regulation 6830-R. Mileage will be paid at the IRS rate. New York State tax exemption certificates shall be used as appropriate.

The District Superintendent of Schools shall determine, by approval of the “Request for Approval of Attendance to Conference/Meeting/Workshop” Form #6830-E.2, whether attendance by CVES district staff at any conference, professional meeting, or workshop, held at a location other than the employee’s “home-base” school/location, or a BOCES campus is in the best interest of CVES. Approval will indicate eligibility for reimbursement or payment of related expenses through the purchase order process.

Attendance at meetings, within the supervisory district of CVES, organized or sponsored by a Division of CVES for the specific purpose of training their own division’s staff do not require approval via form #6830-E.2.

The Request for Approval Form is not required for travel incurred as part of an employee’s regular daily job responsibilities within the supervisory district of CVES or the supervisory districts of other BOCES being served by CVES. Request for Approval Forms are not required for negotiation-related meetings in representation of CVES or other school districts by the District Superintendent, Assistant Superintendent, or members of the Managerial/Administrative groups.

To commence the process of obtaining reimbursement, the claimant must complete, sign and submit a Mileage & Travel Expense Claim Form #6830-E.1 to the appropriate administrator. Attach supporting documentation and indicate conference approval number(s) when applicable.

Adopted August 20, 2014