

### **SCHOOL BOARD CONFERENCES/WORKSHOPS**

CVES officials and members of the Board of Cooperative Educational Services 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 School Board Conferences/Workshops Regulation (2521-R). Mileage will be paid at the IRS rate. New York State tax exemption certificates shall be used as appropriate.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance;

1. The District Superintendent will compile, maintain and distribute to each Board Member a calendar listing school board conferences/workshops to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Any Board Member wishing to attend a conference/workshop shall submit a written request in the form of the “Request for Approval of Attendance to Conference/Workshop” Form #2521-E.1 to the Board Clerk. Such requests shall be subject to approval as follows:
  - If the request submitted is for a single-day conference/workshop with no overnight accommodations, the Board Clerk shall submit the request to the Board President. The Board President shall either approve or deny the request as per the “Request for Approval of Attendance to Conference/Workshop” Form 2521-E.1. Approval will indicate eligibility for reimbursement or payment of related expenses through the purchase order process.
  - If the request submitted is for a conference/workshop that includes either overnight accommodations or two or more consecutive days of attendance, the Board Clerk shall submit the request to the Board President. The Board President shall include the request, as an action item, on the following month’s Board agenda. The request must be approved by a majority of the Board. Said approval will indicate eligibility for reimbursement of payment of related expensed through the purchase order process.
3. When any Board Member attends a conference/workshop, the member will be requested to share information, recommendations and materials acquired at the meeting.

To commence the process of obtaining reimbursement, the claimant must complete, sign and submit a Mileage & Travel Expense Claim Form #2521-E.2 to the Board Clerk. Attach all supporting documentation and indicate conference approval number(s) when applicable.

Adopted July 9, 2014