

EXPENSE REIMBURSEMENT REGULATION

Reimbursement for Mileage for CVES Employees

Mileage expense claims should be based on approved mileage chart or on the shortest route between the points required to be traveled as provided by Google Maps. The mileage chart will be maintained by the School Business Executive and periodically updated with the approval of the District Superintendent.

1. The base site shall be determined by the supervisor with input from the employee once the employee's schedule is set. The District has the sole discretion, for those employees hired on or after July 1, 2010, to assign one or more base sites. If multiple base sites are assigned, the employee will not be eligible for mileage reimbursement, unless they are assigned to multiple sites on the same work day.
2. No mileage is allowed between an employee's home and the employee's assigned base site, during an employee's normal working hours.
3. If an employee travels directly from home to a location other than the assigned base site, and the employee will not work from the assigned base site on that day, the employee must deduct the miles from their home to the assigned base site.

Total Daily Mileage minus Round Trip Mileage from Home to Base Site = Mileage Claimed

Example: Your home base is Plattsburgh;

Your round trip mileage to Plattsburgh from your home is 30 miles;

You travel from your home to a location 120 miles round trip from your home

You shall be entitled to: $120 - 30 = 90$ miles reimbursement.

4. Facilitators are exempt from the base site assignment; however, travel between a facilitator's home and any BOCES campus is considered commuting and is not reimbursable. Travel between a facilitator's home and assigned location is reimbursable.
5. For a job-related activity which begins outside of the employee's normal working hours, if required by the Supervisor, including weekends, where the employee leaves from home and returns home, no deduction of miles is required.

Reimbursement of Other Expenses While Traveling for CVES-Related Activities

- I. **Travel**- With the use of a personal vehicle, approved mileage will be paid at the IRS rate. Mileage expense claims should be based on approved mileage chart or on the shortest route between the points required to be traveled as provided by Google Maps. The mileage chart will be maintained by the School Business Executive and periodically updated with the approval of the District Superintendent.

Upon approval of the Request for Approval of Attendance to Conference/Meeting/Workshop Form #6830-E.2, the district employee is responsible for securing reservations for other transportation, such as plane, train, bus, car rentals, etc., as indicated therein. Purchase requisitions must be submitted in advance of travel for other transportation costs and purchasing guidelines (quotes) as indicated in CVES Policy #6700-E.1 must be followed, when applicable.

Rental vehicles may also be arranged through state contract pricing when available. Carpooling should be arranged whenever possible when a rental vehicle is being used and more than one CVES representative is traveling to the same function. Taxicabs are allowable only for essential transportation and shall be accompanied by a receipt for reimbursement.

- II. **Lodging**- In accordance with the following, full reimbursement for lodging will be made. If a state or national conference hotel block housing has been secured and the attendee chooses a hotel not on that list, allowable lodging shall not exceed the conference hotel rate.

Upon approval of the Request for Approval of Attendance to conference/Meeting/Workshop Form #6830-E.2, the district employee is responsible for securing reservations for lodging.

Payment for lodging can be arranged through the purchase order process or payment for lodging can be reimbursed to the district employee after travel has occurred as submitted on the Mileage & Expense Claim Form #6830-E.1. Itemized receipts for lodging must accompany each request for reimbursement. If lodging is prearranged through a purchase order, receipts must be submitted to the Business Office after travel is completed.

If a hotel does not accept purchase orders, advance payment for lodging can be pre-arranged through the purchase order process. Purchase requisitions for advance payment of lodging must be submitted to the business office at least 15 days in advance of expected travel dates, and must be accompanied by an approved Request for Approval of Attendance for such conference, meeting, etc.

No reimbursement can legally be made for NYS sales and room taxes. For lodging within NYS, the NYS Exemption Certificate ST-129 must be completed by the employee and submitted to the vendor with the purchase order. Out of State taxes on lodging may be reimbursed.

Tips for bellmen, porters, hotel maids, etc. shall not be reimbursed, unless there is a required gratuity charged for such services by the hotel, as indicated on the hotel invoice.

- III. **Meals**- When traveling on an approved conference/meeting/workshop (form 6830 E.2), meals will be reimbursed at a flat rate of \$50 per day. No receipts are required to be submitted.

Employees who attend an approved event that includes meals, shall not be entitled to reimbursement under this policy for those meals included and paid for with the event.

Non-Conference Meals

In the normal course of business, circumstances may occur when meeting during mealtime is necessary given a pressing need to complete business for Clinton-Essex-Warren-Washington BOCES personnel and the people with whom they are doing business. Meetings may also be required that do not allow these individuals to obtain a meal during the normal meal timeframe. In such cases, the employees noted below will be allowed meal reimbursement with the approval of their immediate supervisor as indicated on the travel claim form 6830 E.1. Meals will be reimbursed at a flat rate of \$10 for breakfast, \$20 for dinner. No lunches will be reimbursed. No receipts are required. Authorization is given for such meal reimbursements to the District Superintendent, Assistant Superintendent, and members of the Management/Confidential group.

- IV. **Registration** – Registration fees for approved conferences, meetings, or workshops should be submitted through the purchase order process. Upon approval of the Conference Attendance Form #6830-E.2, it is the responsibility of the employee to confirm registration for conferences, meetings, or workshops.
- V. **Miscellaneous** – Minor incidental travel expenses only, such as parking, tolls, cab fares, etc., may be claimed for reimbursement and shall be accompanied by an original receipt. If an employee uses EZ Pass, they can submit a copy of their monthly statement, which includes charges and dates of charges, for reimbursement.
- VI. **Claim Form** - Substantiation for expenses must be on an original claim form signed by the individual who is to receive reimbursement. This form shall clearly itemize all expenses and shall note the purpose of the trip. All supporting documentation must be attached. All claims must be submitted within 60 days of the commencement of the reimbursable expense in order to be reimbursed. If claims are complete and accurate, payment will be made to the employee on the next available warrant.

(The following section is being moved to here from Section III)

Supporting documentation should specify the exact nature and timing of an expenditure. Documentation that shows the nature and timing of an expenditure includes invoices, itemized bills, itemized receipts, etc.

Documentation that would not be acceptable as adequate supporting documentation includes but is not limited to:

1. credit card slips which only show a total but no detail;
2. a credit card statement (with the exception of those that show exactly what items are purchased and when);
3. the remittance form on a bill without the supporting detail attached;

4. a receipt without item descriptions;
5. any documentation without a date (must include month, day and year);
6. any documentation that does not indicate who or what provided the goods and/or services

VII. **Conference Request** – The Request for Approval of Attendance to Conference/Meeting/Workshop Form #6830-E.2 must be submitted to attend any conference, professional meeting, or workshop held at a location other than the employee’s “home-base” school/location, or BOCES campus. 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. A copy of the conference/meeting notice, agenda, or brochure must be attached to the Request for Approval to identify the nature and purpose of the meeting.

Attendance of more than 5 employees from a division to the same conference, meeting, or workshop may be approved by submitting one Request for Approval Form with an attached list of all attending district staff. District staff attending local, regional, and/or statewide association meetings or trainings must submit the Request for Approval Form.

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 Management/Confidential group-

Upon approval by their Supervisor and/or Division Director all personnel should submit the completed form to the Business Office at least 10 business days prior to the conference date to ensure all necessary paperwork can be processed prior to anticipated travel dates. If advance payment for any conference-related costs is required, approval forms and related requisitions MUST be submitted at least 15 business days prior to anticipated travel. If approval forms and requisitions are received in a lesser timeframe, the conference-related costs would be paid or reimbursed after the travel has occurred.

Employees MUST have the Superintendent’s approval before attending the conference. A brief summary report may be required upon returning – the employee may also be asked to review, at a meeting, information learned.

A conference approval number will be assigned and provided by the Business Office for reference on all related travel requisitions or reimbursements.

VIII. **Travel Advances** – In order to obtain a travel advance, district employees must meet the following criteria; the individual must be attending a national conference, convention, or meeting; and the conference, convention, or meeting must be held outside New York State.

Upon 30 days prior to application, advances of money for estimated expenditures for meals, lodging and other incidental travel costs may be approved by the District Superintendent and made to a person authorized to attend a conference. Within 5 business days after such

attendance, an expense claim form and necessary receipts showing actual expenditures must be submitted and monies advanced in excess of such expenditures be refunded to the district.

Expenditures in excess of such estimates shall be audited and paid by the district. Where our officer or employee fails to submit such documentation or return such excess advance at the time of submitting the itemized voucher or upon demand after audit of such voucher, the district shall deduct the amount of such unreturned excess advance from the salary or other money owed the officer or employee by the district.

Adopted July 9, 2014