

CONFERENCE EXPENSE REIMBURSEMENT REGULATIONS

In order to facilitate reimbursement of employees for expenses incurred at approved conferences and workshops, the following criteria and procedures shall apply:

1. Upon supervisory approval, an employee may register for conference attendance with the district paying for all required expenses (e.g., registration fees, materials, food and lodging, etc.).
2. Employees shall be reimbursed for necessary and reasonable out of pocket meal expenditures. There shall be no reimbursement for alcoholic beverages. Receipts must be attached to the reimbursement request.
3. Employees shall be reimbursed for ground transportation to and from the airport and for other necessary travel while at conferences/workshops. The mode of transportation should be the most economical and may include a car rental if it results in a reduced expenditure for the district. Shuttle services provided by the conference, hotel and airport should be used when available.
4. Telephone and Internet use may be charged to the district for school related business.
5. Employees shall attempt, through advance planning, to reserve airline transportation using advance purchase discounted coach airfares.
6. Reimbursement for use of a personal automobile for travel to approved conferences and other out of district events shall be at the mileage rate established annually by the IRS. The maximum amount payable for use of a personal automobile shall be up to the cost of discounted coach airfare.
7. In reserving hotel accommodations, employees are to request a standard room at conference recommended hotels. Sales tax exemption is to be used for travel within New York State.
8. Any expenses for spouse, children or guests, or additional personal expenses, are the sole responsibility of the employee.

All expenses for which reimbursement is sought are to be submitted on a district claim form with the appropriate receipts attached.

Great Neck Public Schools

Date: 05/09/05