

## EXPENSE REIMBURSEMENT

Tech Valley High School employees, officials and members of the TVHS Operating Board will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for TVHS-related activities.

Reimbursement for supplies, materials, meeting refreshments, etc. that are necessary and reasonable shall be made after following established reimbursement procedures concerning prior approval, maximum claim amounts, and detailed receipts. The use of this reimbursement procedure is not intended to replace or circumvent the normal purchasing procedures. Sales tax will not be reimbursed – tax exempt certificates must be used when making purchases.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the federal Internal Revenue Service for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all detailed receipts or other expense documentation, together with a copy of the approved conference attendance request form if applicable, and submit the same to the appropriate administrator, and after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy and shall be reviewed annually and revised as appropriate.

### Travel by Employees

Subject to the conditions set forth below, employees may travel at TVHS expense for the purpose of conducting TVHS business or otherwise furthering TVHS interests. Two types of trips are authorized:

- a. Business Trips
- b. Conference Trips

A **Business Trip** occurs when an employee, acting on TVHS' behalf, travels to a place away from his/her regular work station for the purpose of planning programs, negotiating or implementing agreements with outside agencies, securing approvals, providing shared services, supervising or inspecting work in progress, making financial arrangements, recruiting prospective employees, supervising TVHS students, or obtaining advice and information. A Business Trip may be local or otherwise.

A **Conference Trip** occurs when an employee, to broaden and strengthen his/her on-the-job knowledge and skills, travels to a place away from his/her regular work station for the purpose of attending or participating in a conference, convention, seminar, workshop or school sponsored by a recognized professional association. A Conference Trip may be local or otherwise. A “recognized professional association” is a group recognized as such by the TVHS Operating Board or by the District Superintendents.

Trips of any nature must be submitted in advance to the employee’s supervisor for consideration and/or approval. Conference Trips and out-of-state Business Trips must be submitted in advance, in writing, to the District Superintendents, or his/her designee, for approval, which may be granted or withheld in his/her sole discretion. Conference and Business Trips shall be approved only within the limits of budgetary allocation.

#### Travel Expense Advances

Expenses of travel for approved Conference Trips may be requested to be paid in advance when such expenses will exceed \$150. Requests for approval of Travel Expenses Advances must be submitted to the Executive Officer ten (10) days prior to the conference. Advances will not exceed 75% of the total anticipated expenditure.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028  
General Municipal Law §77-b

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