



# Four County School Boards Association

## EXPENSE REIMBURSEMENT POLICY

The Four County School Boards Association (FCSBA) supports attendance and participation at conferences, workshops, and meetings which are professionally appropriate and directly related to the work of the association and/or the employee's responsibilities.

For the purposes of this document, "conference" shall refer to a meeting, convention, institute, seminar or workshop designed to improve the Four County School Boards Association operations, programs and/or job proficiency or that of its membership.

### REIMBURSEMENT FOR EXPENSES:

Reimbursement for reasonable out-of-pocket conference expenses necessitated by his/her duties shall be made for meals, lodging and/or travel by a Four County School Boards Association Executive Director or by another employee with prior approval by the Executive Director or the President.

The Four County School Boards Association President, or his or her designee, may be reimbursed for reasonable out-of-pocket conference expenses for meals, lodging and/or travel necessitated by his/her official duties.

Reimbursable expenses shall be submitted on the Four County School Boards Association expense form in a timely manner. All claims shall be subject to audit and adjustment. Receipts should be itemized whenever possible. Credit card receipts alone shall not be accepted.

### A. MEALS:

Meals incurred to further the business of the Association will be paid.

The following meals may be reimbursed or not charged for:

1. Employee Attendance or participation at a scheduled meeting/event held for association related business purposes, at which eating is an incidental part.
2. Evenings when employees are required to be away from their home during usual dinner hours for business reasons.
3. Guest speakers and guests approved by the Executive Director at a Four County meeting/event.

Requests for reimbursement should be submitted on an expense reimbursement form and include a date, place and purpose along with a dated detailed receipt.

Reimbursement will NOT be made:

1. When meals are held principally for social purposes.
2. When individual meals are included in conferences, workshops and meeting registration fees paid by Four County School Boards Association.
3. For gratuities that exceed 20%.
4. Alcoholic beverages
5. For the portion of meal expenses that exceed \$75 per day.

### B. TRAVEL:

Travel shall be by the least costly means, taking into consideration travel time. When traveling by air, the lowest commercial rates available for direct flights within a reasonable schedule shall be sought. Travel arrangements should be shared to the extent possible.

Travel expenses for other than automobile miles including air travel, rail travel, tolls, taxis, and parking fees must be supported by itemized receipts.

### **C. LODGING:**

If lodging is necessary as part of a conference, the hotel(s) suggested by the conference organizer shall be the first preference. For a stay at a hotel other than the one(s) suggested by the conference, the reimbursement shall be no higher than the conference rate room cost of an official conference hotel. Lodging expenses incurred when no hotel is suggested by the conference organizer, or for travel that are not in conjunction with a conference, must be at reasonable rates within the geographic area. New York State sales tax will not be reimbursed.

The Four County School Boards Association tax exempt form shall be presented to the hotel/motel for this purpose.

### **D. MILEAGE:**

#### **Employees**

Four County School Boards Association may reimburse employees for the use of personal vehicles in conjunction with the mileage from one place of business to another, but not for commuting from home to work or from work to home, unless a second such trip is required in the same day. If travel is required directly to or from home to a location other than the Four County School Boards Association office, the miles from home to the office shall be deducted from the total miles traveled if the employee will be commuting to the office on that day. The reimbursement rate shall be at the prevailing IRS rate in effect on the date of travel. When appropriate, the Executive Director shall consider the use of a rental car or other mode of transportation rather than personal vehicle.

Original receipts shall be required when submitting for parking, tolls, and other expenses. "EZ Pass" expenditures shall be reimbursed by submission of a printout of toll charges with the appropriate charges highlighted.

#### **Treasurer**

The Association Treasurer will be reimbursed for mileage and/or toll expenses to perform necessary requested duties.

**Adopted: November 28, 2017**

**Revised: January 17, 2019**