



YONKERS
PUBLIC SCHOOLS

BOE Policy 6830

EXPENSE REIMBURSEMENT

Procedures for Approved Travel for District Business

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GENERAL GUIDELINES

The purpose of this document is to establish policy for District travel and reimbursement of allowable travel expenses incurred by District employees on District business.

School District employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school related activities. Only expenses necessary to the purpose of the travel shall be reimbursable. Travel arrangements should be made in the most efficient cost effective manner possible. It is the responsibility of the authorized approvers to review expenses to ensure that they are reasonable, and funds have been used in an appropriate manner.

EXPENSE REIMBURSEMENT

Approval for Travel

All travel must be approved by the Superintendent and/or his or her designee prior to the date of the event. The approval must be obtained on a completed **Request for Travel form** and submitted to the building principal or direct supervisor a minimum of three weeks in advance of travel. *No travel arrangements should be made until the form is approved by the Superintendent and/or his or her designee. If the approval is not obtained before travel then the employee will be required to pay for out of pocket expenses.*

Fraud

An employee who knowingly misrepresents the facts concerning travel for official District business, or submits or approves any travel requests or reports which contain deliberate false statements given with intent to defraud the District, may be subject to disciplinary action, including the possibility of termination and criminal prosecution.

Noncompliance

The District will deny expenditures which do not comply with District policy. Unreasonable, exorbitant, improper, and/or unsubstantiated charges will be denied.

Reimbursement

All fully executed claims for reimbursement shall be submitted for approval, along with itemized receipts within thirty (30) days from the time of travel. The exception to this is travel expenses incurred between June 15th and June 30th of any year shall be submitted to Accounts Payable no later than July 15th of that year. There shall be no reimbursement for untimely claims.

The amount of reimbursement shall not exceed the amount provided on the Request to Attend Conference Form.

STAFF MEMBER DEFINED

For the purpose of this regulation, staff members shall include only employees of the Yonkers Public Schools on District Business.

- A. School District Full-time Employees
- B. School District Part-time Employees
- C. Members of the Board of Education

NOTE: Vendors/Partners **are not** eligible for reimbursement

SUBMISSION & APPROVAL PROCESS

Approval Levels for Conferences and Travel



REIMBURSABLE EXPENSES

- Reimbursement for expenses shall be made for one of the following purposes:
- Educational or professional conferences, conventions, workshops or meetings
- Staff Recruitment
- Visits by New York State Education Department Officials and other government officials
- Negotiations
- Workshops, conferences and meetings that are run by the Yonkers Public Schools. These sessions will be held within the City of Yonkers when economically feasible and when physical facilities are adequate
- Travel within the District
- Other purpose approved by the Superintendent, Deputy Superintendent and Manager of Administration

EXPENSES ELIGIBLE FOR REIMBURSEMENT

- A. Transportation expenses (air, bus, train, automobile, etc.)
- B. Mileage Reimbursement
 1. For travel within the School District, mileage will be reimbursed as provided in the Yonkers Public Schools Mileage Chart, as may be updated from time to time by the Superintendent or his or her designee.
 2. For all other travel, mileage shall be calculated based the distance between the traveler's home or home division (school or Central Office) and the destination, whichever is closer to the destination. (Example: if traveling to Albany from one's home in Rockland County, the mileage shall be based on the distance from the traveler's home to Albany. If traveling from one's home in the Bronx, New York to Albany, mileage shall be based on the distance from the traveler's primary work location to Albany).
 3. Mileage must be submitted within 30 days of travel, using the correct mileage rate and typed forms.
- B. Parking and toll expenses for personal and district-owned vehicles
- C. Meal expenses for employee
 1. Not to exceed \$60.00 per day including gratuities up to 18%; no reimbursement for alcoholic beverages.
 2. The District will not reimburse employees for individual meals that were included in the registration paid by the District.
- D. Lodging Expenses
 1. Hotels must be booked in time to qualify for reduced conference rates or the attendee must pay the difference unless approved by Superintendent.
 2. Requests to stay overnight in hotels the night before a conference begins, or the night after a conference ends, must be justified based on the attached agenda start and end times.

EXPENSES ELIGIBLE FOR REIMBURSEMENT

- E. In cases where groups of employees from one school or one department are travelling together, their forms must be submitted together through the approval process. Registrations, hotel charges and plane rates will be expected to be the same for all employees, unless justification for variations are provided.
- F. Rental car
 1. Car rentals shall be authorized in advance only when determined to be more economical than other modes of local transportation.
 2. Rentals must be of no greater value than standard mid-size vehicle, provided however that when three or more employees are together, a full size vehicle may be rented if necessary.
 3. Under no circumstances is an employee authorized to rent premium or luxury vehicles for School District business.
 4. Vehicles must be refueled before they are returned to the rental agency to avoid fuel surcharges.
 5. Accidents involving a rented vehicle used for School District business should be reported by the traveler to the Facilities Department and Office of Counsel in writing within three (3) business days of the accident.

EXPENSES ELIGIBLE FOR REIMBURSEMENT

G. Parking and tolls will be reimbursed.

1. EZ-Pass statements are acceptable toll receipts.
2. Parking fines, speeding tickets, or other traffic violations incurred while driving any vehicle, Whether private, School District-owned, or rental, will not be reimbursed and are the responsibility of the driver.

H. Air travel is only allowed when determined by the Superintendent or his or her designee to be in The School District's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Checked baggage fees shall be reimbursable for up to one piece of luggage for employees only. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

I. Other miscellaneous expenses, if necessary for District business:

1. Telephone
2. Postage
3. Registration and conference fees
4. Gasoline and repair expenses to district-owned vehicles

PROCEDURE FOR REIMBURSEMENT

- A. Each employee must assume his or her own expenses and seek his or her own reimbursement.
- B. Reimbursement is for expenses actually and necessarily incurred in the performance of official duties.
- C. The School District may arrange to be billed directly for transportation, lodging and other expenses. Approval from the Manager of Administration is required in advance of incurring these charges.
- D. The following receipts are required for all claims or reimbursement:
 - 1. Lodging
 - 2. Air, bus, train or other transportation ticket
 - 3. Toll receipts or EZ pass statements
 - 4. Parking receipts
 - 5. Registration or conference fee receipts
 - 6. Meal expense receipts
- E. Meal and lodging expenses must be itemized by day on the request for reimbursement.
- F. All claims for reimbursement shall be approved by the Deputy Superintendent and Manager of Administration.
- G. Credit card receipts alone will not be accepted; a detailed invoice issued by the provider must be submitted, **along with copy of credit card statement (highlighting/noting each charged expense), a copy of the completed Conference Request Form, and conference itinerary/training agenda.** (Conference registration/details will show if/when any meals are included and should be available for AP staff/auditor to review what is authorized.)

LIMITATIONS ON ITEMS OF EXPENSE

A. Transportation:

1. Reimbursement for airline transportation is authorized only for coach class accommodations.
2. The District will not pay for travel agency fees
3. The lease or rental of a vehicle shall require the advance approval of the Manager of Administration.
4. Reimbursement for gasoline for district-owned vehicles must be supported by sales slips showing the vehicle license number.
5. Transportation (taxi, Uber, etc.) for recreational purposes shall not be reimbursed.

B. Hotel – Reimbursement for hotel rooms is authorized only for single-person occupancy and using a government/standard rate. Staff members lodging with their spouse will be reimbursed according to the single-person occupancy rate.

LIMITATIONS ON ITEMS OF EXPENSE

- C. Meal expenses – The District shall reimburse up to \$60.00 (Sixty Dollars) per day for employee meal charges including gratuities up to 18%.
 - 1. Reimbursement for meal expenses will only be paid for the person authorized to travel not including guests or other travelers who may be dining with the employee.
 - 2. If a grocery store receipt is submitted for reimbursement, said receipt must reflect an address within the location of the travel destination.
- D. New York State sales tax – reimbursement will not be made for New York State sales tax as the School District is exempt from paying this tax.
 - 1. Tax Exemptions Certificates should be provided to the vendor by the staff member incurring the expense. These certificates are available in the Accounting Department.
 - 2. The traveler should fax or email a completed tax exemption certificate to the hotel prior to their trip, take a copy of the tax exempt certificate with them, and confirm tax exemption upon checkout.
 - 3. There shall be no reimbursement for hotel taxes in NYS. The employee must also carry his/her formal District identification in order to present if asked. It is the traveler's responsibility to ensure that the District is not charged tax.
- E. Internet connections are not reimbursable unless specifically approved.

LIMITATIONS ON ITEMS OF EXPENSE

- F. Personal expenses – The district does not reimburse staff for personal expenses including but not limited to:
1. Alcoholic beverages and tobacco
 2. Hotel room gratuities
 3. Hotel room upgrades
 4. Hotel room movies
 5. Hotel health club facilities
 6. Dry Cleaners and laundry services
 7. Internet connectivity unless prior approval was obtained
 8. Airline seating upgrades
 9. Airline insurance
 10. Theater and show tickets
 11. Transportation to recreational activities or dining outside of the conference
 12. Child care expenses
 13. Personal property (examples: medicine/nail clippers)
 14. There will be no reimbursement for fees imposed for overweight baggage



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