

**RYE CITY SCHOOL DISTRICT**  
**RYE, NEW YORK**

**6830**

**TRAVEL AND CONFERENCE EXPENSE**  
**REIMBURSEMENT**

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 are incurred while traveling for school-related activities.

Only such expenses necessary to the purpose of 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 Services for business travel. To the extent practicable, employees, officials and Board members traveling to a conference, meeting or event by private vehicle are expected to travel together so that travel expenses are not unnecessarily duplicated. Tax exemption certificates shall be issued and utilized as appropriate.

The Board, by majority vote, shall determine and approve which overnight conferences may be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine, in the first instance, whether attendance by District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy. Prior approval by the Superintendent is required for employee travel.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all original receipts or other expense documentation, together with a copy of the approved conference attendance request form and submit the same to the appropriate administrator. Reimbursement payments shall be made after such claims have been reviewed and allowed.

Regulations concerning expense reimbursement shall be developed and shall be revised as appropriate.

*Cross-reference: 2521, School Board Conferences, Conventions, Workshops*

*References: Education Law §§1605(27); 1709(30); 1804; 3023; 3028*  
*General Municipal Law §77-b*

Adoption Date: March 25, 2008  
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