

TRAVEL EXPENSES & TRAVEL COMPENSATION PROCEDURES
(For Policy Numbers 1560 & 5212)

1. APPROVAL - All travel to conferences, conventions, workshops, and professional meetings must be pre-approved by the appropriate supervisor or designee.

2. PURCHASE ORDERS

- A. Purchase orders are to be processed and approved before expenditures are incurred for transportation, lodging, food and other travel related expenses.
- B. Estimated amounts should be used when exact amounts are not known.
- C. Purchase orders for transportation, lodging and food expenses need to identify name of traveler(s), dates of travel, destination, and purpose of travel (conference, workshop, or meeting name.)
- D. An "Estimated Expenses and Travel Expense Voucher" form should be submitted with all travel related purchase orders.
- E. A copy of the conference registration form shall be submitted and attached to the estimated expense voucher and hotel purchase order.

3. GUIDELINES

- A. Requests for travel expense reimbursement must be submitted with original, itemized receipts, or other appropriate documentation.
- B. Requests for reimbursements are to be submitted within sixty (60) days following the conference/travel.
- C. A "Travel Expense Voucher" shall be completed for all travel reimbursement requests.
- D. The "Travel Expense Voucher" must be approved by the appropriate designee, prior to submitting it to the Finance Office for payment processing.
- E. Sales tax exemption certificates should be used in NYS for all lodging, group meals, and public transportation, such as airfare, train, and bus. (Tax exemption certificates are available in the BOCES Finance Office.)

4. TRANSPORTATION

- A. BOCES vehicles shall be used for over-night travel, when available.
- B. BOCES gasoline credit cards must be used when driving a BOCES vehicle, and shall **not** be used for a traveler's personal vehicle.
- C. Personal vehicle mileage will be reimbursed at the current IRS rate per mile.
- D. Rental car costs must be pre-approved and will be reimbursed for business travel only. Personal travel must be identified. Fuel charges for rental vehicles will only be reimbursed for business travel portion.

5. LODGING

- A. Actual lodging costs will be paid or reimbursed at the single room rate, up to the maximum allowed by the Federal Government. (If two BOCES employees share a room, the maximum allowed will be two times the single room rate.)
- B. The maximum amount allowed can be found on the U.S. General Services Administration website at www.gsa.gov/perdiem. Click on "GSA – Domestic Per Diem Rates", then click on the state that you will be lodging in.
- C. If the primary lodging area is not specifically identified, then the maximum rate is established and identified by the GSA website (for fiscal year 2010, the rate is \$70.00 per night.)
- D. If no suitable hotel (excluding "economy") is available at or under the federally approved rate, a maximum of \$130.00 per night will be allowed, if pre-approved by the appropriate designee. The signature of the appropriate designee of pre-approval shall be submitted as an attachment for the hotel purchase order. (A minimum of three hotels needs to be contacted to justify that no rooms are available at or under the federal rate.)
- E. "Conference Hotel Rates" will be approved for state and national conference and conventions.
- F. Regular or conference hotel rates that exceed the aforementioned limits will not be approved for regular workshops, state meetings, training seminars, or other non-specific conference.

LODGING (Cont)

- G. BOCES will not pay for taxes in New York State hotels. Required occupancy and/or bed assessments will be reimbursed. Taxes will be allowed for reimbursement for out-of-state hotels. The GSA approved rates are exclusive of taxes.
- H. Direct billing to BOCES will be limited to the expenses for rooms, meals, allowed personal calls, and BOCES related calls.
- I. All hotel receipts must be submitted to the BOCES Finance Office, upon return from travel, to verify costs and hotel stay, and to support meal allowances.
- J. Hotel expenses in excess of board policy will be billed to the employee.

6. MEALS

- A. For overnight travel, meal expenses will be approved and reimbursed using the Federal government guidelines in effect at the time and particular location of travel.
- B. The maximum daily amount allowed for meals and incidental expenses can be found on the U.S. General Services Administration website at www.gsa.gov/perdiem. Click on "GSA – Domestic Per Diem Rates", then click on the state that you will be traveling to.
- C. If the primary area you are traveling to is not specifically identified, then the maximum daily rate allowed for meals and incidental expenses is established and identified by the GSA website. (For fiscal year 2010, the rate is \$46.00 per day.)
- D. Reimbursement for food expenses in excess of the federal rate must be approved by the BOCES purchasing agent. For consideration, receipts must be submitted.
- E. Room service charges are included in the per diem meal allowance and will be billed to the employee for reimbursement.
- F. Reimbursement for meals will be limited to 75% of the daily rate for days of travel to and from over-night destinations.
- G. Federal daily allowance will not be approved or paid when meals are provided as part of the conference or meeting registration costs.
- H. When some meals are included in the registration fees, individual meals not included will be reimbursed up to the GSA maximum amount allowed, per the chart below. These maximum amounts include tip and tax.

Meals and Incidental Expense (M&IE) Breakdown

Per Diem Rates	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast.....	7	8	9	10	11	12
Lunch.....	11	12	13	15	16	18
Dinner.....	18	21	24	26	29	31
Incidentals..*	3	3	3	3	3	3

* *Incidentals include "fees and tips given to baggage carriers, bellhops, hotel maids, and transportation between places of lodging and restaurants".*

7. GUEST EXPENSES

- A. BOCES staff who travel with a guest while on BOCES business will be responsible for all travel related expenses incurred by the guest.
- B. Guests' traveling expenses should not be included on receipts for reimbursement.
- C. If guest's expenses are included on receipts for reimbursement, they must be clearly identified. Taxes and tips will be adjusted accordingly.
- D. Lodging expenses for a guest where there is a different rate charged for a double room versus a single room, and/or where a guest rate is explicitly stated, will be charged to the BOCES staff.

8. OTHER EXPENSES

- A. Other eligible expenses for reimbursement shall include, but are not limited to: parking, tolls, mileage at the BOCES approved rate, cab fares, bus, rail and/or air transportation (at regular coach rates), and other necessary expenses required to perform official duties. Itemized receipts or other appropriate documentation is required, in order to be reimbursed.
- B. Reimbursement will be approved for books or other materials purchased at a conference, if pre-approved on a purchase order. (All such materials become the property of the BOCES.)
- C. Telephone costs related to BOCES business will be reimbursed.

OTHER EXPENSES (Cont)

- D. One personal telephone call per day will be reimbursed for over-night stays.
- E. Personal expenses are not reimbursable and include, but are not limited to, pay television, theater and show tickets, non-BOCES related telephone calls, and non-business related transportation expenses.
- F. Expenses incurred for "extended stays" in order to obtain less expensive airfares, must be pre-approved by the purchasing agent.
- G. Alcoholic beverages will not be reimbursed and should not be included on any receipts submitted for reimbursement.
- H. For individual receipt reimbursement, tips will be approved up to 15% rounded up to the nearest whole dollar.
- I. If receipts that are submitted for reimbursement contain costs for other BOCES employees, individual names must be included with the receipt.
- J. Any exceptions to these procedures must be pre-approved by the District Superintendent or Assistant Superintendent.