

# Highland Falls-Fort Montgomery Central School District

## New Expense Reimbursement Requirements for All Staff

Claim forms will no longer be accepted for the reimbursement or payment of any expenses.

Purchase Orders must be prepared before any travel takes place.

The new Reimbursement Request Form, Purchase Orders and the following documentation are required for:

### Conferences/Seminars/Workshops Registration Payment or Reimbursement

- **Please be aware that a conference registration request submitted in My Learning Plan does not initiate the process of paying any registration fee or other related expenses. There is no linkage between My Learning Plan and nVision, the District's financial reporting system.**
- Registration fee payments and other related expenses begin with submitting a Purchase Requisition to your building or department secretary. The Purchase Requisition should be submitted approximately three (3) weeks prior to the conference date and/or registration payment deadline to allow for the preparation of the Purchase Order and payment for the registration fee.
- A hardcopy of your approved My Learning Plan must accompany the Purchase Requisition.
- Proof of attendance (e.g., Certificate of Attendance if available) should be sent to the Business Office to support payment of the registration fee invoice.

### Travel and Mileage Reimbursement

- Hardcopy of your approved My Learning Plan submission for travel during school hours (unless it is travel between District school buildings).
- Original, itemized receipts for parking and tolls (e.g., E-ZPass statement).
- For out-of-District travel, a mileage printout from any mapping program to substantiate the mileage reimbursement being claimed.
- For airfare, taxi or train fare, provide proof of payment (e.g., original receipt, online payment confirmation, credit card statement)

### Hotel and Restaurants

- Hardcopy of your approved My Learning Plan submission.
- Original, itemized receipts for all charges (Hotels: the room folio; Restaurants: the itemized guest check).
- When making hotel reservations, request the "Government Room Rate" (for additional information go to <http://www.gsa.gov/portal/content/104877>) or the "best available rate" whichever is less.
- Tax exemption certificates must be utilized for all hotel stays within New York State (these are single-use tax exemption documents, and are specific to each individual traveler, hotel, and dates of stay). The tax exemption certificate is prepared by the Business Office upon the submission of the hotel reservation information (name and address of the hotel, dates of the stay). Allow at least three (3) business days for preparation of this tax exemption certificate. You are required to present this certificate when you check into your hotel in New York State as **the District will not reimburse for NYS sales and room taxes.**
- Per Board of Education policy (#5323, available online) all requests for meals reimbursement are to include the business purpose of the meal (i.e., why it is necessary), who was present, and an itemized bill showing what was ordered (i.e., the Guest Check), even if the charge is posted to your room – the credit card receipt alone is insufficient. However, where a detailed check is not available (e.g., a delicatessen, pizza shop) a written listing of what was ordered will be taken into consideration.
- Reimbursement cannot be made for: non-District employees, alcoholic beverages.

The Reimbursement Request Form must include the Receiving copy of the Purchase Order and original documents to support your request, as well as:

- A legible and complete signature on the Receiving copy, signed and dated in any color ink except black (black ink is indistinguishable from a photocopy)
- Dates indicating when the travel and related expenses occurred
- Approved by your building Principal