



CITY SCHOOL DISTRICT OF ALBANY TRAVEL & CONFERENCES

All employees requesting conference travel must complete a “Request for Approval to Attend Conference” form approved by the appropriate supervisor. The Assistant Superintendents of Elementary/Secondary Education will have final review and approval of all conference requests. In addition, the superintendent will approve all conference requests requiring out of state travel.

Expenses for overnight-approved travel will be reimbursed only when accompanied by original receipts for lodging and other reimbursable expenses. Expenses for overnight travel will not exceed the United States General Services Administration per diem rates as established, unless authorized in advance by the superintendent. These rates can be found at www.gsa.gov.

A meal allowance will be reimbursed at a maximum of \$60.00 per day with a maximum per meal allowance as follows (\$10.00 breakfast, \$15.00 lunch and \$35.00 dinner). These rates will be updated annually on June 30th by the CPI Index published by the Department of Labor. (NY.NY – Northeastern Area), using the January index of the current calendar year.

New York State sales tax for lodging cannot be reimbursed. A Sales Tax Exempt Form can be obtained from the business office prior to travel for hotel accommodations. Alcoholic beverages are not reimbursable.

Original receipts are required when submitting for parking and tolls, however, EZ-Pass statements may be substituted with the appropriate charges highlighted.

Travel advances, if needed, will be authorized by the Purchasing Agent and Assistant Superintendents of Elementary/Secondary Education.

The Board of Education will be provided a monthly report of conference activity.