

SUBJECT: REIMBURSEMENT FOR APPROVED EXPENSES

- a) Section 77-B of the General Municipal Law mandates that authorization for attendance at conferences must be approved by the District Superintendent/designee prior to the date of the conference.
- b) Employees must submit written requests for approval to attend on a conference request form furnished by the District Superintendent indicating prior approval of the program administrator.
- c) Board officials and employees traveling on approved expense accounts are expected to submit itemized statements of expenses on forms provided by the Board, together with appropriate receipts for lodging, travel, et al.
- d) No expense accounts will be approved for payment should travel vouchers be submitted for unauthorized travel or absence from work.

Adopted: February 13, 2002