

**SUBJECT: REIMBURSEMENT FOR APPROVED EXPENSES**

- a) Section 77-B of the General Municipal Law mandates that authorization for attendance at workshops/conferences must be approved by the District Superintendent/designee prior to the date of the conference.
- b) Employees must submit requests through My Learning Plan (MLP) for approval to attend a workshop/conference. Approval must be received prior to the start of the workshop/conference.
- 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 claims will be approved for payment should travel vouchers be submitted for unauthorized travel or absence from work.

**Adopted: February 13, 2002**  
**Revised: August 14, 2019**