



GENERAL TIPS

Submit claims in a timely manner – especially at year end.

Use the correct budget code *Fund-Coser-Activity Code-Object Code* (e.g. A003-1310-0486).

Make sure your claim has the proper approval.

Do not exceed expense limits or submit non-reimbursable expenses.

Forms should be typed or filled out and signed in ink.

MEAL TIPS

\$20 breakfast, \$25 lunch, \$50 dinner, not to exceed \$75 per day including tips

Alcohol is not reimbursable, nor are tips exceeding 20%

MILEAGE TIPS

Write the location address if it's not a Nassau BOCES location (i.e. Calhoun HS 1786 State St. Merrick, not just Calhoun HS).

All Day Event: Submit mileage from HOME to EVENT to HOME and deduct your normal commute.

Partial Day Event: If you travel from HOME to the EVENT or from the EVENT to HOME – deduct mileage for your normal commute between HOME and WORK LOCATION.

Intra-Day Event: Submit mileage from WORK to the EVENT and back to WORK.