

EXPENSE REIMBURSEMENT GUIDELINES

When claiming expenses from a previously approved Travel Authorization, a copy of your approved Travel Report must be attached.

Conference brochures and business meeting agendas must be attached to prove attendance.

All out-of-pocket expenses must be submitted with original, itemized receipts for reimbursement.

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

MEALS

\$20 breakfast, \$25 lunch, \$50 dinner, not to exceed \$75 per day including tips.
Alcohol is not reimbursable, nor are tips exceeding 20%

MILEAGE

The mileage from your normal work commute should be deducted unless you attend an intra-day event as described below.

All Day Event: Submit mileage from HOME to EVENT to HOME.

Partial Day Event: Submit mileage from HOME to EVENT or from the EVENT to HOME.

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

TRAVEL GUIDELINES

All requests for Business/Conference Travel must be submitted for approval by creating a Travel Authorization in the PeopleSoft Financials Travel and Expense Center no fewer than fourteen days prior to the event.

For Air, Train, and Car Rental reservations that require the Nassau BOCES credit card, Business Services will complete the reservation upon submission of an approved Corporate Credit Card Reservation Form (available on the web site under Employees – Forms – **Corporate Credit Card Reservations for Conference/Business** or through this link.

<https://www.nassauboces.org/site/handlers/filedownload.ashx?moduleinstanceid=5460&dataid=6182&FileName=Corp%20Credit%20Card%20Reservation%20Form%201-8-19.pdf>

Airline and Car Rental reservations require the traveler to obtain 3 quotes which are added to the form for the request to be approved.

Hotel reservations must be held with a personal credit card to secure the government rate. You must then send the **Corporate Credit Card Reservations for Conference/Business** with the reservation number on it so that Business Services can transfer the reservation to the Nassau BOCES Credit Card.

Car Rentals – get quotes from Avis, Budget, and Hertz only. Decline all additional insurance, pre-paid gas and additional options as they will not be reimbursed.

Estimate all out-of-pocket expenses (such as food, mileage, parking, etc.) as they also need approval. Reimbursement of these expenses will require original, itemized receipts.

If a Purchase Order (PO) is required – start the process early. If a Purchase Order has to be pre-paid, that must be noted in the SPECIAL INSTRUCTIONS section of the PO. A copy of your approved Travel Report must be attached to all requisitions.