



CITY SCHOOL DISTRICT OF ALBANY

9710

- () Required
- (X) Local
- () Notice

TRAVEL & CONFERENCES

All Employees requesting conference travel must complete a “Request for Approval to Attend Conference” form approved by the appropriate supervisor. The Superintendent or designee will have final review and approval of all conference requests. In addition, the Superintendent will approve all conference requests requiring out of state travel.

All travel expenses must comply with the United States General Services Administration (GSA) rates for lodging, meals, and mileage. These rates can be found at www.gsa.gov/perdiem. They are subject to change. Expenses for approved travel will be reimbursed only when accompanied by original receipts for lodging and other reimbursable expenses.

Under certain special circumstances, exemptions to the maximum GSA rates will be considered for approval. Expenses for overnight travel will not exceed the United States General Services Administration (GSA) per diem rates as established, unless authorized in advance on the approved conference request form.

Common special circumstances:

- The hotel where a conference is held charges a lodging rate higher than the maximum rate. This is allowable if the traveler would incur transportation costs to travel to and from the conference site.
- Lodging is unavailable at or below the maximum GSA rate.
- Lodging cannot be found reasonably close to the traveler’s destination.
- Meals are included as part of the hotel/conference fee and you cannot separate the cost from the hotel/conference price.

Other considerations:

- 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 accommodation.
- 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.

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

Adopted: 11/8/06

Revised: 05-02-19