

POLAND CSD BUSINESS OFFICE

Chad Hess – School Business Manager
74 Cold Brook Street
Poland, New York 13431

Email: chess@polandcsd.org
Telephone (315) 826-0204
Fax (315) 826-7516

TRAVEL RULES & REGULATIONS

The purpose of this document is to provide clarification to all Poland Central School Employees on the rules regarding reimbursement for travel expenses while on official school business. In order to claim reimbursement all official travel must be approved by your direct supervisor and documented on the appropriate conference and/or claim forms. If you have any questions please feel free to stop in the Business Office or call us at X-205.

MILEAGE

1. Travel to and from Poland CSD is considered part of your normal commute. Mileage beyond your normal commute, which is for official school business, will be reimbursed at the current IRS mileage rate.
2. Miles traveled from your home, which are **beyond** your normal commute must be calculated using the “Shorter Distance Rule”. Following are two examples:
 - a. Example 1 – Employee lives in Herkimer and is going to a conference in Albany and returning home. Mileage would be claimed from the employee’s home to Albany and back home. Not from Poland to Albany and return.
 - b. Example 2 – Employee lives in Boonville and is leaving from home for a meeting at Herkimer BOCES and returning to school. Mileage would be claimed from Poland to Herkimer and back to Poland. Not from Boonville to Herkimer.
3. The easiest way to document your claim is to attach a printout from a website that verifies your mileage claim such as www.yahoomaps.com or www.mapquest.com. At the very least you must note where you traveled from and where you traveled to on your claim form.
4. Miles travelled for tutoring are reimbursable following the rules listed above.

MEALS

1. Breakfast, Lunch, and Dinner claims are allowed for all overnight trips. Meals purchased on non-overnight trips are only allowed if they occur when traveling during meal time and when traveling more than 35 miles from Poland, NY.
2. When meals are part of your conference registration additional meals are not allowed.
3. Claims for meal reimbursement must include an itemized receipt. The employee name(s) should be written on the receipt.
4. Tax is allowed on meal claims; however, if possible a tax exempt form should be used.
5. Tips are allowed within the standard gratuity rate of 15-20%.
6. The following limits apply to all meal reimbursements. These rates include tax and gratuity.
 - a. Breakfast - \$10.00
 - b. Lunch - \$14.00
 - c. Dinner - \$22.00
7. Meals in certain high cost markets may be reimbursed at higher rates if approved by the business office. These exceptions will be subject to current federal per diem meal rates. www.gsa.gov.

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