

## Expense Reimbursements

NWBOCES employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and such supporting receipts as required by the business office.

These expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Board and/or the Administrative Director. The Administrative Director may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board may later ratify such approval.

School vehicles are to be used when available. Mileage reimbursement for personal vehicle use when a school vehicle is not available will be paid at the state rate. When staff prefer to use their own vehicle when a NWBOCES vehicle is available they will be reimbursed at half the state rate. Personal vehicle insurance is primary when staff elect to use their own vehicle.

Expenses for motel rooms and meals will be preapproved through administration.