

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

Employee 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.

When available, school vehicles are to be used for employee company business. Mileage reimbursement for employee personal vehicle use when a school vehicle is not available will be paid at the state rate. When employees 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 an employee elects to use their own vehicle.

Employee expenses for motel rooms and meals will be preapproved through administration.

Parents/guardians of NWBOCES students who attend the monthly NWBOCES Parent Training will be reimbursed for motel/hotel accommodations for one night's lodging at a rate determined annually by the NWBOCES Board. Parents/guardians will be required to submit a receipt from the hotel/motel for the night before or the night after the monthly training session prior to the reimbursement check being released.