

**SARANAC CENTRAL SCHOOL DISTRICT
EMPLOYEE EXPENSE CLAIM FORM**

Print Name: _____

Address: _____

The approved Conference Request form and all detailed receipts must be attached. The School District is prohibited from paying New York State Sales Tax. Tax Exemption Forms are available in the Business Office and must be presented to vendor at time of transaction. Personal expenses will not be reimbursed (i.e. telephone calls, alcoholic beverages, etc.).

<u>MILEAGE REIMBURSEMENT:</u>					
Purchase			Total	IRS	Total
<u>Order #:</u>	<u>Trip Description:</u>	<u>Date:</u>	<u>Miles:</u>	<u>Rate:</u>	<u>Claim:</u>
<u>MEALS REIMBURSEMENT (detailed receipts must be attached):</u>					
** See back of this form for maximum claim amounts					
<u>Date:</u>	<u>Breakfast:</u>	<u>Lunch:</u>	<u>Dinner:</u>	<u>Total Claim:</u>	
<u>OTHER:</u>					
<u>Date:</u>	<u>Description:</u>				<u>Total Claim:</u>

EMPLOYEE MUST SIGN. This is to certify that the materials and/or services charged and included in the above claim have been actually performed, furnished, and delivered and that the charges are true and just.

(Employee Signature)

(Date)

APPROVAL OF ADMINISTRATOR/SUPERVISOR. I hereby certify that this bill has been rendered in accordance with the contract, agreement or accepted estimate and that the work has been completed and/or materials delivered satisfactorily.

(Administrator/Supervisor Signature)

(Date)

MAXIMUM REIMBURSABLE MEAL CHARGES

Per Board of Education Policy, maximum reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be as follows:

1. One day conference within 100 mile area:
\$10 for lunch or conference fee.
2. One day conference outside 100 mile radius:
\$30 per day for all meals.

The District does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.