

HANCOCK CENTRAL SCHOOL**Expense Reimbursement**

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses that are legally authorized and incurred while traveling for school related activities.

The Board of Education shall consider and approve conference attendance by Board members and the Superintendent of Schools. The Superintendent or his/her designee shall consider and approved conference attendance by District staff.

The claimant must complete and sign an expense voucher, attach all available receipts or other expense documentation, together with a copy of the approved conference attendance request form and report (if required), and submit the same to the appropriate administrator for consideration of reimbursement.

The Superintendent will develop regulation concerning expense reimbursement and the further implementation of this policy.

Ref: Education Law §§ 1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Adopted: 1/24/1994; Revised: 5/12/2008; Revised: 02/13/2017