

EXPENSE REIMBURSEMENT POLICY

Based on New York State United Teachers (NYSUT) Policy

1. Only original paid receipts (no photocopies) are acceptable documentation.

Expenses for substantial amounts should be paid by credit card and the credit card statement showing your name submitted. Please make sure all appropriate expenses are indicated on the statement. All receipts must be original in your own name and must contain the following information in a clear, legible manner.

Name of individual - Date and time - Name and Location - Reason for expense

If you pay by check we need a copy of the front and back of the cancelled check.

2. **Accommodations:** If shared accommodations are offered and you choose a single room, you will be reimbursed for the double/twin rate and are responsible for the payment of the difference between a single and double/twin rate.
3. **Hotel Bills:** Whenever you pay a hotel bill you must submit a copy of the detailed bill and the proof that it was paid. Frequently that proof is on the bill. If it is not, a charge slip in addition to the bill will serve.

Examine the items on the hotel bill. If only the room charge and associated taxes are included, you can submit the total amount. If there are other charges (meals, personal charges) you will need to separate the charges, and, if they are covered, include them in the appropriate place on the expense form.

In most instances, meals and other charges should be paid directly by the individual and not charged to the room. If room service is used, charges must be explained and be within the policy guidelines.

4. **Meals:** Receipts must be submitted for allowable meal expenses. The fund will only reimburse for up to 3 meals per day. The fund will not reimburse snacks, etc. Maximum meal allowances including tax and tips are as follows:

Breakfast - \$18; Lunch - \$25; Dinner - \$50.

Receipts are required for all reimbursements.

The organization encourages individuals to patronize only Union establishments.

When sharing a meal you must request a separate check for yourself.

5. All receipts must be submitted together.
6. If you are going out of the United States all receipts must be converted to US dollars. It's best to charge everything and let the credit card company do the conversion.
7. **Mileage:** is .585¢ per mile as of 1-1-8. *If you rent a car we will pay for the gas, not for mileage.*