Cortland
Enlarged City School District

Guidelines for Reimbursement of Mileage and Travel Expenses

Conference travel will be for official business only and will be made utilizing a cost-effective and reasonable method of travel. All travel must be approved beforehand. Staff will need to complete and submit a Travel Request Form 30 days prior to your day of departure, to help ensure that conference registrations, and any hotel reservations are completed on time. It will also provide ample time for the approved activity to be entered into Frontline/Professional Growth.

TRANSPORTATION:
For any event taking place within a 5 hour radius, staff will be expected to drive a school vehicle. Groups of two or more, attending events on corresponding dates, should plan on carpooling. Although mileage is not reimbursable when taking a district vehicle or when a district vehicle is available and staff choose to use their own vehicle, gas and tolls are reimbursable. Original receipts are required when submitting a claim for parking and tolls; however, "EZ Pass" statements may be substituted with the appropriate charges highlighted. School vehicles are reserved through ML Schedules. For assistance reserving a school vehicle, please contact Jen Mackey at jmackey@cortlandschools.org.

HOTEL RESERVATIONS:
For any overnight-approved travel, staff need to obtain a copy of the hotel receipt upon checkout. Check the receipt to verify all charges are correct (i.e., tax exempt, appropriate number of nights, no extra charges, etc.). Parking is reimbursable, and should be noted on the hotel receipt.

MEALS:
Meal expenses are reimbursed up to the per diem rates, which are modeled after the United States General Services Administration per diem rates (gsa.gov). **The tip is included in this rate**. A reasonable tip is typically 15% to 20% of the meal cost.

Maximum daily amounts are determined by the location of the conference. Below are the maximum rates of reimbursement for the Cortland, NY area. If meal reimbursement rates will be different from those listed below, they will be provided prior to the conference.

Breakfast -- $16 **Lunch -- $19** **Dinner -- $33**

In general, meal reimbursement is not provided for breakfast on the day of departure to the event or for dinner on the day of departure from the event, unless waived by the Business Administrator (written authorization must be provided). Meals purchased near the Cortland area are also not reimbursable.

For auditing purposes, each staff member should purchase their own meals and submit their own itemized receipts for reimbursement. If a group of staff members is traveling together, they should request separate, itemized meal receipts. If the receipts show multiple meals, the staff member submitting the claim will only be reimbursed for their own meal.

The following items are **NOT** eligible for meal/food reimbursement from the District:

- Alcoholic beverages (If purchasing alcohol during your free time, ask for a separate receipt for those purchases. These purchases cannot be on the receipts submitted for reimbursement.)
- Candy, snacks, or desserts

The District is tax-exempt and does not reimburse sales tax. You will be provided with extra copies of the tax-exempt letter to show/give to the vendor/hotel if necessary. If for some reason they will not accept the letter, please contact our Business Office (M-F, 607-758-4100). If the office is closed, obtain written documentation and contact information from the manager on duty, demonstrating that tax-exempt status was denied.

REQUESTING REIMBURSEMENT:
Expenses can only be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed based on the Board approved per diem rates, which are modeled after the United States General Services Administration per diem rates.

To request reimbursement for personal expenses (tolls, parking, meals, etc.) please complete and submit the "Mileage and Travel Expense Form" found on our website:
(https://www.cortlandschools.org/teacherpage.cfm?teacher=2414)
www.cortland.org → Departments → Business Office → Forms → Mileage and Travel Expense Form

When the claim form is complete, print and attach a conference agenda, and all itemized receipts. Please be sure to attach original, itemized receipt(s). The District **will not** reimburse for purchases without an itemized receipt. (The credit card copy is not sufficient; an itemized copy is required.) The tip (handwritten is acceptable) should be on the receipt.

Submit to your building administrator for a signature and then forward it to Karen Harvey-Stearns in the Business Office for processing. **Receipts submitted without an attached claim form will not be accepted.**

REMINDERS:

- All travel must be approved in advance.
- Submit a Travel Conference Request Form for conference travel approval.
- Use school vehicles when available.
- Obtain a hotel receipt upon checkout and turn it into the District upon returning from travels
- Submit a Travel Conference Reimbursement Form for reimbursement requests.
    - Attach copies of conference/meeting agendas or a certificate of completion to the claim form.
    - Attach original, itemized receipts to the claim form.
    - Obtain supervisor's signature prior to submitting for processing.
    - Meal expenses reimbursed up to per diem rates, no alcohol, candy, snacks, or desserts reimbursed.
    - Sales tax cannot be reimbursed, but a Sales Tax-Exempt Form can be obtained for hotel accommodations/vendors.

Questions? Please contact the Business Office, Monday – Friday, 8:00 a.m. to 4:00 p.m.

Updated 08/2025