



## Personnel

Meals

Overnight: Meals incurred at an overnight conference have a maximum, daily meal allowance as follows and will be reimbursed based on submitted itemized receipts:

| Meal      | Within NYC (Boston, Washington) | Outside NYC |
|-----------|---------------------------------|-------------|
| Breakfast | \$18.00                         | \$15.00     |
| Lunch     | \$25.00                         | \$20.00     |
| Dinner    | \$50.00                         | \$40.00     |

Day Trip: Lunch, up to \$20.00, incurred at a one day conference (less than 4 hours away from the office) will be reimbursed based on submitted itemized receipts.

NYS tax and alcoholic beverages will not be reimbursed. A reasonable gratuity (up to 15%) will be reimbursed, but is included within the maximum meal allotment.

Lodging

Reservations should be made by the individual held with their personal credit card. The confirmation email, typically sent by the hotel after reserving the room, should be used to submit a purchase requisition. The business office will issue payment to the hotel with a copy of our tax exempt form. Payment will either be given to the employee to take with them or mailed directly to the hotel if time allows. No charges should be made to the individual's card.

Registration Fees

Need a purchase requisition once conference has been approved.

Expense Form/Voucher

Upon return from the conference, workshop, or meeting the employee shall, within ten (10) days, Claim Form for Conference Expenses. Said voucher shall list all reasonable and necessary reimbursable expenses for attendance at the conference, workshop or meeting, thereby indicating the net amount due to the individual

Date of Adoption: May 11, 2006

Date of Amendment: July 6, 2015