# SCHUYLERVILLE CENTRAL SCHOOL 14 SPRING ST SCHUYLERVILLE, NY 12871

CLAIMAN	T'S NAME AND ADDRESS		CLAIM/ACCOUNT INFORMATION		
Inter-School	ol Department:		Vendor No.		
DATE	Description of Materials or Services		Unit Price	Amount	
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<u> </u>			TOTAL:		******
			101/12.		
1	, certi	fv that the above a	account in the amo	unt of \$	
	correct; that the items, services and disbur				
	s stated, that no part has been paid or sati		he municipality is e	xempt, are not	
included, a	nd that the amount claimed is actually due.				
Date	 Signature		Title		
Date	·				
	(Space below	for Municipal Use	)		
Payment A	pproved-Quotes ObtainedYesNo	Approval fo	Approval for Payment		
Date	<del></del>				
	rices or materials were rendered or	1	This claim is approved and ordered paid from the appropriations indicated.		
	o the municipality on the dates stated arges are correct.	maicated.			
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Date	Authorized Official	Date	Autho	rized Official	

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#### 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

<u>Day Trip:</u> 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, <u>Claim Form for Conference Expenses</u>. 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