

Town of Duanesburg

Expense Reimbursement Policy

Purpose

All employees and officers who are being reimbursed are being reimbursed using public funds and should exercise due care while incurring expenses, consistent with this policy and applicable law.

Policy

I. Pre-Approval Process

In order to obtain authorization to incur any expense which may be reimbursed, including, but not limited to, attending conferences, training, and other travel expenses, employees and officers must submit a written request to the Town Clerk setting forth the purpose of the expense and itemizing the expenses to be incurred, at least thirty days prior to incurring the expense. A form of such request is attached as **Exhibit A**. The Town Clerk will forward such request to the Town Board for review and approval in advance of the expenses being incurred. Notwithstanding the foregoing, if an officer or employee incurs an expense in connection with approved attendance at a conference, training session or other event that it did not identify prior to the event, it may petition the Town Board for reimbursement of that additional expense, within 30 days of incurring the expense, provided the employee or officer explains, to the satisfaction of the Town Board, why the expense is justified and why it was not foreseeable at the time of the initial request.

II. Reimbursable Expenses

The following expenses are considered reimbursable travel expenses:

- Hotel room (Must be at a property that offers a government rate, unless the employee or officer can establish that such rate is not offered within a reasonable distance from the location being travelled to.);
- Mileage (At prevailing IRS rates);
- Taxi and/or rental car (Provided the employee or officer can establish why use of a taxi and/or rental car is cheaper than alternative means of transportation. In each case, the lowest cost form of transportation should be used, provided such form of transportation is reasonable and serves the needs of the Town.);
- Meal expenses (which may not exceed the then current United States General Service Administration per diem meal rate).

Alcoholic beverages and entertainment expenses are not reimbursable expenses. All documentation verifying actual expenses must be submitted within 30 days of the date the expense is incurred. Following receipt of verifying documentation, the Town shall have thirty (30) days to issue the reimbursement, provided the request conforms to this policy.

If the provisions of this policy and applicable law are not followed, Town Officers and Employees will be personally responsible for costs incurred.

Exhibit A
Town of Duanesburg
Expense Pre-Approval Request

1. I have read the Town's Expense Policy (the "Policy").

(Print Name)

(Signature)

2. I am seeking pre-approval to incur expenses in connection with (set forth purpose of expense):

3. I expect to incur the following expenses: (Be as specific as possible. Include, if applicable, hotel rate [indicate if a Government rate], mileage to be traveled, or, in the alternative, other mode of travel consistent with the Policy, registration fees, number of meals while traveling, etc.) Please note that failure to identify the expense on this form and obtain the pre-approval from the Town Board may render you personally liable for such expense.

4. Date of travel (if applicable): _____

Please note that this request is subject to the terms of the Policy and applicable law. Receipts and other documentation must be provided to the Town Clerk within thirty (30) days of the expense being incurred.

Approved by Town Board on: _____