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**Subject: TRAVEL AND MISCELLANEOUS EXPENSE REIMBURSEMENT-RATES**

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1. When representing the Adams County BOCES at meetings, seminars, conventions and other functions, Board members, the Executive Director, agents, and other authorized representatives shall be reimbursed for transportation at the current allowable IRS rate for a personal vehicle and for actual expenses for shuttle vehicles, taxis (including tips) and/or car rentals. Major transportation expenses, such as actual coach plane fare, bus or rail, may be pre-paid or reimbursed, as appropriate.

2. All necessary lodging expenses and registration fees for meetings, seminaries and conventions shall be reimbursed or prepaid (as appropriate) at their actual cost.

3. An allowance for meals and incidental expenses shall be advanced to the BOCES representative at the then-existing rate established by the federal Government Services Administration.

4. Receipts shall be required for all expense reimbursement requests. Receipts are required for meals and incidental expenses.