Purchase Orders

Approximately sixty percent (60%) of awarded grant money for registration fees, course tuition fees and hotel reservations for attendance at an educational program/plan is payable in the form of a purchase order. It is the employee’s responsibility to hold any reservations with a credit card until the hotel receives the purchase order from the district. The purchase order then becomes the form of payment and not the employee’s credit card.

☐ Submit a completed LCSD Conference and Travel Authorization Form to the ULFA office (Judy Morningstar) by April 1, 2019.
  • Fill in the top section: Name, Building Location, Name of Conference/Seminar/Event, Location of Conference/Seminar/Event, Date(s) Requested
  • Under Authorization for Travel: Signatures are needed from District Employee (grant recipient), and Building Administrator.
  • Complete the Actual Expenses section

☐ Submit supporting documents: completed registration form, program brochure, emailed confirmation from the hotel/travel agency
  • Payment of graduate course tuition eliminates the option of submitting the course hours for salary adjustment.

Reimbursement of Expenses

The remainder of the awarded grant money is reimbursed upon completion of the grant and dissemination of information. Send all documents listed below to the Business Office.

☐ Submit a completed LCSD Expense Reimbursement Claim

☐ Submit a completed LCSD Conference and Travel Authorization Form

☐ Submit original and itemized receipts
  • Credit card statements are not accepted as receipts
  • No reimbursement for NYS tax, local tax within NYS, alcoholic beverages, snacks, groceries, beverages apart from meals, travel insurance, other types of insurance, supplies and items for your classroom
  • If more than one person’s meal is on the receipt, you must indicate which meal is yours and indicate the total cost of your meal
  • Alcoholic beverages must be billed separately and not listed on your itemized receipt
  • General guidelines for meals: Breakfast $10, Lunch $15, Dinner $25
  • Hand label each meal receipt with the date and type of meal (breakfast, lunch or dinner)
  • Reimbursements may be made, with receipts, for rental car fees, baggage claim, mileage with your own vehicle (at the district-approved rate), tolls, parking fees, supplies related to an educational program (ex. textbook required for course), meals (not exceeding $50 a day including 15% gratuities) and lodging (see Superintendent’s Regulation Conference & Travel Guidelines for District Employees).

Submit all documents to the ULFA office (Judy Morningstar) by April 1, 2019.