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May 13, 2014

TO: All Employees
FROM: John C. Pennoyer 
RE: Administrative Regulation Regarding Overnight Travel

When it is necessary for a Dutchess BOCES employee to travel and stay overnight on the day before a conference begins, and reimbursement will be sought, the employee must obtain prior approval from his or her administrator. Any reimbursement will be in accordance with existing policy and regulation. Employees are reminded that lodging and meals are paid with public dollars, and that the public has an interest in making sure its money is well spent.

The administrator will refer to the following guidelines when determining whether or not to approve the request:

- Reimbursement for travel and lodging the night before the start of a conference is appropriate when an early morning conference start time requires the employee to leave home at least one hour before their normal work start time.
- If the employee travels the night before, dinner and breakfast will be reimbursed.
- On the day of departure, dinner will be reimbursed if the employee's return is at least two hours later than the normal work ending time.
- Meal reimbursement need not be at a restaurant, but could include items purchased at a grocery store and served as a meal.

JCP:nmp
N/BOCES/Regulation/Overnight Travel 5-13-14

Dutchess County Board of Cooperative Educational Services

Administrative Offices: 845.486.4800

www.dcboces.org