



EXPENSE REIMBURSEMENT FORM

FOR SKANEATELES CENTRAL SCHOOLS



NAME: _____

DATE: _____

ADDRESS: _____

POSITION: _____

I hereby request reimbursement for expenses incurred by my attendance at:

EVENT: _____ DATE(S): _____

LOCATION: _____

A summary of the (day/days) of _____ is attached.

<u>MEALS</u> (Please attach detailed receipts. Summary receipts will not be paid.)	<u>AMOUNT*</u>
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***Please see page 2 for per diem rates for 2019**

Request for exceptional circumstances must be made in writing and approved prior to actual expenditure.

MEALS (TOTAL FROM ABOVE) - (ATTACH RECEIPTS) \$ _____

HOTEL BILL - (ATTACH RECEIPT) \$ _____

REGISTRATION FEE - (ATTACH RECEIPT) \$ _____

MILES TRAVELED _____ @ \$.58/mi. \$ _____

OTHER EXPENSES: Parking fees, tolls, etc. - (ATTACH RECEIPTS) \$ _____

TOTAL EXPENSES CLAIMED \$ _____

I HEREBY STATE THAT THE ABOVE INFORMATION IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNED: _____

DATE: _____

SUPERVISOR'S APPROVAL: _____

DATE: _____



New York 2019 CONUS Per Diem Rates

The GSA (General Services Administration) sets per diem rates on a monthly basis for each of the 62 counties in New York. Per diems are broken down county-by-county, so to determine the rates applicable to your business trip in New York choose the county or counties in which you will be travelling.

The per diem rates shown here for lodging and M&IE are the exact rates set by the GSA. To see a detailed breakdown of per diem rates for each county you can visit this website for more information:

<https://www.perdiem101.com/conus/2019/new-york>

County	Major Cities	Meals & Incidentals Rate	Lodging Rate
Albany County	Watervliet Arsenal, Albany, Voorheesville (13 total)	\$61.00	\$113.00
Allegany County	Canaseraga, Alfred, Allegany County (13 total)	\$55.00	\$94.00
Bronx County	Ft Hamilton, Bronx Naval & Mc Reserve Ctr, Nosc New York City (5 total)	\$76.00	\$288.00
Broome County	Endwell, Chenango Bridge, Broome County (12 total)	\$61.00	\$96.00
Cattaraugus County	Salamanca, Randolph, South Dayton (13 total)	\$55.00	\$94.00
Cayuga County	Union Springs, Victory, Moravia (8 total)	\$55.00	\$94.00
Chautauqua County	Jamestown Naval Reserve Ctr, Westfield, Sherman (17 total)	\$55.00	\$94.00
Chemung County	Horseheads Naval Reserve Ctr, Horseheads, Chemung County (7 total)	\$55.00	\$94.00
Chenango County	Norwich, South Otselic, Oxford (12 total)	\$55.00	\$94.00
Clinton County	Chazy, Peru, West Chazy (11 total)	\$55.00	\$94.00
Columbia County	Columbia County, Hudson, Hillsdale (4 total)	\$55.00	\$94.00
Cortland County	Homer, Mcgraw, Marathon (7 total)	\$55.00	\$94.00
Delaware County	Sidney, Davenport, Andes (15 total)	\$55.00	\$94.00
Dutchess County	Millerton, Salt Point, Wappingers Falls (13 total)	\$66.00	\$104.00
Erie County	Nosc Buffalo, Elma, Mount Vernon (50 total)	\$66.00	\$104.00
Essex County	Au Sable Forks, Willsboro Point, Ticonderoga (16 total)	\$66.00	\$132.00
Franklin County	Malone, Tupper Lake, Loon Lake (12 total)	\$55.00	\$94.00
Fulton County	Johnstown, Northville, Gloversville (5 total)	\$55.00	\$94.00
Genesee County	Le Roy, Genesee County, Bergen (7 total)	\$55.00	\$94.00
Greene County	Catskill, Greenville, Hunter (9 total)	\$55.00	\$94.00
Hamilton County	Speculator, Long Lake, Hamilton County (7 total)	\$55.00	\$94.00
Herkimer County	Ilion, West Winfield, Old Forge (14 total)	\$55.00	\$94.00
Jefferson County	Ft. Drum, Watertown Naval Reserve Ctr, Chaumont (21 total)	\$55.00	\$94.00
Kings County	Ft. Hamilton, Ft Hamilton, Kings County (4 total)	\$76.00	\$288.00
Lewis County	Croghan, Copenhagen, Lyons Falls (7 total)	\$55.00	\$94.00
Livingston County	Mount Morris, Nunda, Springwater (10 total)	\$55.00	\$94.00
Madison County	Chittenango, Wampsville, Morrisville (12 total)	\$55.00	\$94.00
Monroe County	Nosc Rochester, Webster, Rochester (17 total)	\$61.00	\$110.00
Montgomery County	Fonda, Amsterdam, Montgomery County (5 total)	\$55.00	\$94.00
Nassau County	Nosc Long Island, Lattingtown, Roslyn (73 total)	\$71.00	\$149.00
New York County	Manhattan, New York, New York County (3 total)	\$76.00	\$288.00
Niagara County	Niagara Falls Ars, Beach Ridge, Cambria Center (44 total)	\$56.00	\$94.00
Oneida County	Whitesboro, Sylvan Beach, Utica (19 total)	\$55.00	\$94.00
Onondaga County	Hancock Field Aqs, Nosc Syracuse, Cicero (20 total)	\$61.00	\$98.00
Ontario County	Naples, Shortsville, Honeoye (11 total)	\$55.00	\$94.00
Orange County	Stewart Iap Aqs, U.s. Army Military Academy, Washingtonville (31 total)	\$61.00	\$110.00
Orleans County	Lyndonville, Medina, Kendall (6 total)	\$55.00	\$94.00
Oswego County	Williamstown, Parish, Hannibal (13 total)	\$61.00	\$98.00
Otsego County	Worcester, Unadilla, Morris (12 total)	\$55.00	\$94.00
Putnam County	Carmel, Cold Spring, Putnam County (7 total)	\$55.00	\$94.00
Queens County	Forest Hills, Fresh Meadows, Far Rockaway (17 total)	\$76.00	\$288.00
Rensselaer County	Valley Falls, Petersburg, Poestenkill (12 total)	\$61.00	\$108.00
Richmond County	Uscg Sector New York, Staten Island Ns New York, Richmond (6 total)	\$76.00	\$288.00
Rockland County	Pearl River, Tallman, Orangeburg (36 total)	\$66.00	\$115.00
Saratoga County	Ballston Spa Nav Nuc Pwr Tg Unit, Mechanicville, Clifton Park (9 total)	\$61.00	\$117.00
Schenectady County	Schenectady County Apt Aqs, Nosc Schenectady, Scotia Naval Admin Unit (8 total)	\$61.00	\$117.00
Schoharie County	Schoharie, North Blenheim, Schoharie County (8 total)	\$55.00	\$94.00
Schuyler County	Burdett, Watkins Glen, Schuyler County (5 total)	\$55.00	\$94.00

County	Major Cities	Meals & Incidentals Rate	Lodging Rate
Seneca County	Waterloo, Seneca Falls, Romulus <i>(7 total)</i>	\$55.00	\$94.00
St. Lawrence County	Colton, Edwards, Canton <i>(31 total)</i>	\$55.00	\$94.00
Steuben County	Canisteo, Keuka, Steuben County <i>(16 total)</i>	\$55.00	\$94.00
Suffolk County	F.s. Gabreski Apt Aqs, Bellport, Brentwood <i>(107 total)</i>	\$71.00	\$136.00
Sullivan County	Pond Eddy, Callicoon, Narrowsburg <i>(13 total)</i>	\$55.00	\$94.00
Tioga County	Tioga County, Apalachin, Berkshire <i>(8 total)</i>	\$55.00	\$94.00
Tompkins County	Lake Seneca Nv Udrsea Wrfre Ctr, Freeville, Groton <i>(10 total)</i>	\$66.00	\$126.00
Ulster County	Accord, New Paltz, Marlboro <i>(11 total)</i>	\$66.00	\$116.00
Warren County	Hague, Glens Falls, Bolton Landing <i>(8 total)</i>	\$66.00	\$103.00
Washington County	Granville, Salem, Whitehall <i>(8 total)</i>	\$55.00	\$94.00
Wayne County	Sodus, North Rose, Marion <i>(11 total)</i>	\$55.00	\$94.00
Westchester County	Camp Smith, Toddville, Tuckahoe <i>(70 total)</i>	\$76.00	\$145.00
Wyoming County	Attica, Wyoming County, Portageville <i>(7 total)</i>	\$55.00	\$94.00
Yates County	Penn Yan, Yates County, Middlesex <i>(5 total)</i>	\$55.00	\$94.00