



# 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.

<b><u>MEALS</u></b> (Please attach detailed receipts. Summary receipts will not be paid.)	<b><u>AMOUNT*</u></b>
---	-----------------------


**\*Please see page 2 for per diem rates for 2021**

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 \_\_\_\_\_ @ \$ .56/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 2021 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/2021/new-york>

County	Major Cities	Meals & Incidentals Rate	Lodging Rate
<b>Albany County</b>	Watervliet Arsenal, Albany, Voorheesville (13 total)	\$61.00	\$114.00
<b>Allegany County</b>	Canaseraga, Alfred, Allegany County (13 total)	\$55.00	\$96.00
<b>Bronx County</b>	Ft Hamilton, Bronx Naval & Mc Reserve Ctr, Nosc New York City (5 total)	\$76.00	\$159.00
<b>Broome County</b>	Endwell, Chenango Bridge, Broome County (12 total)	\$61.00	\$101.00
<b>Cattaraugus County</b>	Salamanca, Randolph, South Dayton (13 total)	\$55.00	\$96.00
<b>Cayuga County</b>	Union Springs, Victory, Moravia (8 total)	\$55.00	\$96.00
<b>Chautauqua County</b>	Jamestown Naval Reserve Ctr, Westfield, Sherman (17 total)	\$55.00	\$96.00
<b>Chemung County</b>	Horseheads Naval Reserve Ctr, Horseheads, Chemung County (7 total)	\$55.00	\$96.00
<b>Chenango County</b>	Norwich, South Otselic, Oxford (12 total)	\$55.00	\$96.00
<b>Clinton County</b>	Chazy, Peru, West Chazy (11 total)	\$55.00	\$96.00
<b>Columbia County</b>	Columbia County, Hudson, Hillsdale (4 total)	\$55.00	\$96.00
<b>Cortland County</b>	Homer, McGraw, Marathon (7 total)	\$55.00	\$96.00
<b>Delaware County</b>	Sidney, Davenport, Andes (15 total)	\$55.00	\$96.00
<b>Dutchess County</b>	Millerton, Salt Point, Wappingers Falls (13 total)	\$66.00	\$106.00
<b>Erie County</b>	Nosc Buffalo, Elma, Mount Vernon (50 total)	\$66.00	\$106.00
<b>Essex County</b>	Au Sable Forks, Willsboro Point, Ticonderoga (16 total)	\$66.00	\$125.00
<b>Franklin County</b>	Malone, Tupper Lake, Loon Lake (12 total)	\$55.00	\$96.00
<b>Fulton County</b>	Johnstown, Northville, Gloversville (5 total)	\$55.00	\$96.00
<b>Genesee County</b>	Le Roy, Genesee County, Bergen (7 total)	\$55.00	\$96.00
<b>Greene County</b>	Catskill, Greenville, Hunter (9 total)	\$55.00	\$96.00
<b>Hamilton County</b>	Speculator, Long Lake, Hamilton County (7 total)	\$55.00	\$96.00
<b>Herkimer County</b>	Ilion, West Winfield, Old Forge (14 total)	\$55.00	\$96.00
<b>Jefferson County</b>	Ft. Drum, Watertown Naval Reserve Ctr, Chaumont (21 total)	\$55.00	\$96.00
<b>Kings County</b>	Ft. Hamilton, Ft Hamilton, Kings County (4 total)	\$76.00	\$159.00
<b>Lewis County</b>	Croghan, Copenhagen, Lyons Falls (7 total)	\$55.00	\$96.00
<b>Livingston County</b>	Mount Morris, Nunda, Springwater (10 total)	\$55.00	\$96.00
<b>Madison County</b>	Chittenango, Wampsville, Morrisville (12 total)	\$55.00	\$96.00
<b>Monroe County</b>	Nosc Rochester, Webster, Rochester (17 total)	\$61.00	\$114.00
<b>Montgomery County</b>	Fonda, Amsterdam, Montgomery County (5 total)	\$55.00	\$96.00
<b>Nassau County</b>	Nosc Long Island, Lattingtown, Roslyn (73 total)	\$71.00	\$150.00
<b>New York County</b>	Manhattan, New York, New York County (3 total)	\$76.00	\$159.00
<b>Niagara County</b>	Niagara Falls Ars, Beach Ridge, Cambria Center (44 total)	\$56.00	\$96.00

<b>County</b>	<b>Major Cities</b>	<b>Meals &amp; Incidentals Rate</b>	<b>Lodging Rate</b>
<b>Oneida County</b>	Whitesboro, Sylvan Beach, Utica (19 total)	\$55.00	\$96.00
<b>Onondaga County</b>	Hancock Field Ags, Nosc Syracuse, Cicero (20 total)	\$61.00	\$101.00
<b>Ontario County</b>	Naples, Shortsville, Honeoye (11 total)	\$55.00	\$96.00
<b>Orange County</b>	Stewart lap Ags, U.s. Army Military Academy, Washingtonville (31 total)	\$61.00	\$110.00
<b>Orleans County</b>	Lyndonville, Medina, Kendall (6 total)	\$55.00	\$96.00
<b>Oswego County</b>	Williamstown, Parish, Hannibal (13 total)	\$61.00	\$101.00
<b>Otsego County</b>	Worcester, Unadilla, Morris (12 total)	\$55.00	\$96.00
<b>Putnam County</b>	Carmel, Cold Spring, Putnam County (7 total)	\$55.00	\$96.00
<b>Queens County</b>	Forest Hills, Fresh Meadows, Far Rockaway (17 total)	\$76.00	\$159.00
<b>Rensselaer County</b>	Valley Falls, Petersburg, Poestenkill (12 total)	\$61.00	\$108.00
<b>Richmond County</b>	Uscg Sector New York, Staten Island Ns New York, Richmond (6 total)	\$76.00	\$159.00
<b>Rockland County</b>	Pearl River, Tallman, Orangeburg (36 total)	\$66.00	\$117.00
<b>Saratoga County</b>	Ballston Spa Nav Nuc Pwr Tg Unit, Mechanicville, Clifton Park (9 total)	\$61.00	\$116.00
<b>Schenectady County</b>	Schenectady County Apt Ags, Nosc Schenectady, Scotia Naval Admin Unit (8 total)	\$61.00	\$116.00
<b>Schoharie County</b>	Schoharie, North Blenheim, Schoharie County (8 total)	\$55.00	\$96.00
<b>Schuyler County</b>	Burdett, Watkins Glen, Schuyler County (5 total)	\$55.00	\$96.00
<b>Seneca County</b>	Waterloo, Seneca Falls, Romulus (7 total)	\$55.00	\$96.00
<b>St. Lawrence County</b>	Colton, Edwards, Canton (31 total)	\$55.00	\$96.00
<b>Steuben County</b>	Canisteo, Keuka, Steuben County (16 total)	\$55.00	\$96.00
<b>Suffolk County</b>	F.s. Gabreski Apt Ags, Bellport, Brentwood (107 total)	\$71.00	\$145.00
<b>Sullivan County</b>	Pond Eddy, Callicoon, Narrowsburg (13 total)	\$55.00	\$96.00
<b>Tioga County</b>	Tioga County, Apalachin, Berkshire (8 total)	\$55.00	\$96.00
<b>Tompkins County</b>	Lake Seneca Nv Udrsea Wrfre Ctr, Freeville, Groton (10 total)	\$66.00	\$104.00
<b>Ulster County</b>	Accord, New Paltz, Marlboro (11 total)	\$66.00	\$113.00
<b>Warren County</b>	Hague, Glens Falls, Bolton Landing (8 total)	\$66.00	\$102.00
<b>Washington County</b>	Granville, Salem, Whitehall (8 total)	\$55.00	\$96.00
<b>Wayne County</b>	Sodus, North Rose, Marion (11 total)	\$55.00	\$96.00
<b>Westchester County</b>	Camp Smith, Toddville, Tuckahoe (70 total)	\$76.00	\$142.00
<b>Wyoming County</b>	Attica, Wyoming County, Portageville (7 total)	\$55.00	\$96.00
<b>Yates County</b>	Penn Yan, Yates County, Middlesex (5 total)	\$55.00	\$96.00