



VILLAGE OF STEWART MANOR, NEW YORK

Meeting and Mileage Reimbursement Policy Statement

Introduction

It is in the best interests of the Village of Stewart Manor to be a part of many professional organizations, particularly those that provide training and networking to its permanent employees. As such, the Board of Trustees has created the following policy with regard to meeting attendance and mileage reimbursement.

Meeting Attendance Policy

1. The Mayor, members of the Board of Trustees, Village Clerk-Treasurer, Deputy Clerk-Treasurer, Court Clerk, Village Liaisons – LISOA & APWA, officers of the Fire Department and other designated Village officials and employees are authorized to attend the meetings of the New York State Conference of Mayor and Municipal Officials, the Nassau County Village Officials Association, PERMA seminars, Emergency Management Seminars, Long Island Village Clerks and Treasurers Association, Nassau County Assessors Association and such other official functions at which the Board of Trustees deem it in the best interest of the Village and the residents of the Village to have representatives of the Village Board and/or Administrator attend.
2. If a meeting cost is in excess of \$100 per person, or if the meeting involves an overnight stay, the meeting must be specifically budgeted for during the annual budget process, or special permission must be obtained from the Board of Trustees in advance of any reservation being made for such meeting and or training. Said permission may be in the form of a voucher authorized by the Board members at a regular Board meeting (part of the abstract).
(revised May 7, 2013 via RESO 2012/13-148)

Mileage Reimbursement Policy

1. Mileage reimbursement is not automatic; it must be specifically requested in advance.
2. Requests for reimbursement must be made in writing to the Village Clerk-Treasurer to be presented to the Board of Trustees in advance of any meeting or business for which reimbursement is sought.
3. The request will be considered by the Board of Trustees and decided on a case by case basis.
4. Only requests by permanent Village employees using their personal cars for Village business will be considered.
5. When reimbursement is authorized, the rate will be the current IRS mileage allowance. (revised May 7, 2013 via RESO 2012/13-148)