

TOWN OF ORANGETOWN TRAVEL AND CONFERENCE POLICY

ADOPTED BY TOWN BOARD RESOLUTION _____ OF 2026

Part 1: Objective:

The purpose of this Travel Policy is to help Town officers, appointed officials and employees understand and apply the Town's travel rules and regulations and to provide instructions regarding reimbursement for expenses while in travel status. The Town Board of the Town of Orangetown hereby sets forth the following policy for reimbursement of expenses incurred while traveling on official Town business. When traveling on official Town business, only actual, necessary and reasonable business expenses will be reimbursed.

Part 2: Travel, Lodgings and Mileage Reimbursement:

General Municipal Law §77-b (3) authorizes the Town to pay for the actual and necessary expenses of travel, meals, lodging, registration fees and tuition fees incurred by officers and employees while attending conferences. A "conference" is defined as a convention, conference or school conducted for the betterment of any local government. A conference also includes any convention or conference of police officers, if believed to be of benefit to a local government. The Town Board must, by resolution, give prior authorization for conference travel.

In order for conference expenses to be considered "actual and necessary", an expenditure must have been made, been incurred of necessity, and the amount of the expense must be no greater than reasonably necessary. Conference travel must be for official business and must be made utilizing a cost-effective and reasonable method of travel.

Accordingly, accommodations should be selected utilizing the most cost-effective and reasonable options available. Employees should be aware that travel expenses are paid for with public funds and all employees should exercise due care while incurring travel expenses. Spending lavishly on deluxe hotels, extravagant meals, and expensive transportation methods are not expenses that are necessary and therefore not an appropriate use of public funds.

Part 3: Form to be filed:

The Department Head/employee shall complete the Finance Office form "Request to Attend Conference, Meeting, Seminar or School" and annex any necessary documentation prior to submission of the request to the Town Board.

Part 4: Day Trip Travel Expenses:

Day-trips are defined as those activities that require the individual to be away from his/her department on official Town business for the day or part of the day, where the individual not out-of-town overnight. All day-trip travel including mileage allowances for conferences and training must be approved by the Town Board in advance. A “day-trip” shall be any travel that is less than thirty-five (35) miles (round-trip) away from Town Hall. Travel shall be by the most direct route.

Part 5: Reimbursement for meals:

Reimbursement for meals cannot exceed FIFTY AND 00/100 (\$50.00) DOLLARS per day, unless the Town Board has authorized an exception to the maximum rates (see Part 8: Exceptions to Maximum Rates below). The employee shall provide receipts for allowable meals during travel and is reimbursed for the actual amount necessarily incurred.

Part 6: Automobile Mileage Reimbursement Rate:

The automobile mileage reimbursement for employee use of personal vehicles while on official business will be the standard automobile mileage allowance amount set by the Internal Revenue Service for business (and in effect on the date travel occurred). Employees must document the date and time that they left their home (or work site) and the date and time that they returned. By adhering to this allowance, reimbursements for mileage are not taxable to the employee.

If a traveler uses a Town-owned vehicle, it should be indicated on the voucher. Garage and parking charges, and tolls will be reimbursed. Auto-emergency supply items will be reimbursed only if documented by appropriate receipt attached to the travel voucher.

The Town will not reimburse travelers for parking tickets, parking/traffic fines and moving violations, or vehicle towing charges.

Part 7: Overnight Travel expenses:

All overnight travel and lodging, mileage allowances, taxi and rental car expenses for conferences and training must be approved by the Town Board in advance. Incidental expenses such as reasonable, customary tips to bellmen, porters, hotel maids, etc., are included in the travel and lodging allowances; and reasonable and necessary parking expenses and tolls will be reimbursed. Expenses that are NOT reimbursable include, but is not limited to: charges for in-room movies, entertainment, alcoholic beverages, valet service and laundry services and other personal charges; and charges for gasoline, towing and insurance will not be reimbursed.

1. Exemption from Sales Tax on Hotel occupancy: Town employees are exempt from paying State tax on hotel occupancy purchased within New York State while on official

business. New York State Tax Form ST-129 (Exemption Certificate) should be presented to hotels upon registration. Copies of this form can be obtained at www.tax.ny.gov

2. Conference Expenses of Non-Employees: Employees may bring their spouses or other non-employees while travelling for conference purposes. However, any transportation, lodging or other expenses for spouses or other non-employees must be paid by the traveling employee or the extra traveler. For example, if the room rate is higher than it would have been if the employee was traveling alone (i.e. upgrading from a \$128.00 single-occupancy room rate to a \$168.00 double-occupancy room rate), the employee may only be reimbursed for the single rate amount.

Part 8: Exceptions to Maximum Rates:

Occasionally, exceptions to maximum lodging and meal rates should be allowed to accommodate special circumstances. Only the Town Board can authorize an exception to the maximum rate. These circumstances occur when:

- a. The hotel where the conference is held is charging a lodging rate higher than the maximum rate however, it is in the best interest of the Town to allow the traveler to stay at the higher rate site rather than incur transportation costs to and from the conference site.
- b. Lodging is unavailable at or below the maximum rate or lodging cannot be found reasonably close to the traveler's destination. (i.e., may occur during peak travel periods in tourist areas or other heavily travelled areas).
- c. Meals are included as part of the hotel/conference fee and you cannot separate the cost from the hotel/conference price.
- d. Special needs of specific travelers may necessitate increased expenses, i.e., special dietary restrictions, health concerns or handicapped access.

Part 9: Telephone Charges:

Claims for reimbursement for long distance telephone calls for official business will be reimbursed unless such calls were dialed on an authorized Town-owned cellular/mobile phone.

Part 10: Receipts:

Original receipts, specifying dates and rates, for all reimbursements including hotel room charges, mileage allowances, taxi and rental car expenses, and expenses for meals must be submitted to the Finance Office. Only actual and necessary travel expenses properly incurred while attending a conference may be billed or claimed for reimbursement.

The required documentation for travel claims/vouchers shall include:

1. A copy of the approval form;
2. If the travel is for a conference, a certification of attendance and/or completion, if applicable.
3. Original receipts for all and necessary expenses claimed. This includes lodging; conference fees; air, train or bus travel; rental cars; meals (unless a meal allowance is provided for); tolls; parking; etc. The receipt should specify the date, the rate or amount charged. These receipts should be provided regardless of the method of payment.
4. To prevent loss, receipts should be arranged in date order, and any receipts less than 8.5" x 11" in size should be taped to a clean, white 8.5" x 11" paper and attached to the voucher.

Part 11: Failure to Adhere to Policy and Proper Procedures:

Employees may be personally responsible for any improper costs incurred. In the case of improper claims for travel and conference expenses, the following may occur:

1. Denial of reimbursement to employees who do not submit required and appropriate documentation of expenses incurred sufficient to enable the proper audit of the claim for reimbursement by the Finance Office.
2. Denial of reimbursement for expenses incurred that are not actual and necessary and incurred in connection with the properly authorized travel.
3. Personal travel expenses (incurred before, during or after official travel status) should not be billed to the Town, nor claimed for reimbursement by the traveler.
4. Penalties for false submission: Any employee who files a falsified Travel Reimbursement request voucher will be subject to disciplinary action and/or criminal prosecution. Violations of this fashion may result in the dismissal of any employee involved.

Part 12: Online and Computer-Aided Training:

In some instances, it may be appropriate to make use of online training (e.g. webinars and tutorials) and other self-study packages. These methods are convenient and can minimize travel costs. It may be appropriate to make a computer and internet service temporarily available to an employee or employees to facilitate training, subject to the necessary approval of the Town Board.

Part 13: Definition of “Employee”:

All references to “employee” in this policy shall refer to both officers (Elected and Appointed) and employees of the Town.

Part 14: References:

See, N.Y. Town Law §116; N.Y. General Municipal Law §77-b; New York State Tax Form ST-129 (Exemption Certificate); www.tax.ny.gov

Part 15: Annual Review:

This policy shall be reviewed annually by the Town Board of the Town of Orangetown at its organizational meeting or as soon thereafter as is reasonably practicable. This policy may be revised or amended as deemed appropriate by the Town Board, in conformance with applicable sections of New York State law.

Part 16: Resolution:

Adopted on January _____, 2026 by a _____ vote of the governing board of the Town of Orangetown as Town Board Resolution # _____ of 2026.

WARRANT

Warrant Reference	Warrant #	Amount	
Approved for payment in the amount of			
	121025	\$ 193,314.11	Utilities
	121525	\$ 355,581.40	Retiree Medicare Reimbursement
	121725	\$ 1,209,569.26	Utilities & Employee Benefits
	122525	\$ 1,233,397.31	2025 Expenses
		\$ 2,991,862.08	

The above listed claims are approved and ordered paid from the appropriations indicated.

APPROVAL FOR PAYMENT

AUDITING BOARD

Councilman Gerald Bottari

Councilman Paul Valentine

Councilman Daniel Sullivan

Councilman Brian Donohue

Supervisor Teresa M. Kenny

**TOWN OF ORANGETOWN
FINANCE OFFICE MEMORANDUM**

TO: THE TOWN BOARD
FROM: JEFF BENCIK, *DIRECTOR OF FINANCE*
SUBJECT: AUDIT MEMO
DATE: 12/30/25
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 1/6/2026 consists of 4 warrants for a total of \$2,991,862.08.

The first warrant had 16 vouchers for \$193,314 and was for utilities.

The second warrant had 274 vouchers for \$355,581 and was for medicare reimbursements.

The third warrant had 14 vouchers for \$1,209,569 and was had the following items of interest.

1. CSEA Employee Benefit Fund - \$34,820 for dental benefits.
2. NYS Employees Health Insurance - \$1,162,249 for H/C benefits.

The fourth warrant had 131 vouchers for \$1,233,397 and had the following items of interest.

3. Advanlink Inc. - \$10,446 for sewer equipment.
4. Cotter, Michael - \$10,175 for title inspections.
5. D&E Uniforms - \$17,385 for Police uniforms.
6. Global Montello - \$14,024 for fuel.
7. Guardian - \$15,337 for Police dental benefits.
8. Helmke Industries - \$9,415 for snow removal at OHA.
9. Johnson Controls - \$8,760 for annual HVAC servicing.
10. MediaStar - \$9,950 for annual A/V service accounts.
11. Outpost24 - \$6,994 spec Ops bundle (IT).
12. RCSWMA - \$7,159 for solid waste removal.
13. Sentry Equipment Corp. - \$303,647 rebuilding the sewer clarifier.

14. Shi International - \$12,943 for Police firewall.
15. State Comptroller - \$29,416 for Justice fines.
16. Verde Electric - \$5,600 for traffic signal maintenance.

Please feel free to contact me with any questions or comments.

Jeffrey W. Bencik, CFA
845-359-5100 x2204