



*Exploring the World of Science*

New York State Science Olympiad, Inc.  
4835 Sweet Road  
Manlius, New York 13104-1415  
[www.newyorkscioly.org](http://www.newyorkscioly.org)

### **Reimbursements for State and National Tournaments:**

New York State Science Olympiad, Inc. ("NYSSO") appreciates the work of all those who volunteer their time during all the Tournaments that are conducted throughout New York State. In particular, NYSSO appreciates all those who lend their time and expertise to write examinations, serve as Event Supervisors, and others who assist in the administrative tasks of the State Tournaments. Further, NYSSO also recognizes the great honor given to those New York State representatives who are invited to attend the National Tournaments.

In recognition of their time and services, NYSSO seeks to reasonably reimburse those who participate in the State and National Tournaments.

### **THEREFORE,**

#### **1) State Tournaments:**

Provided that there has been an invitation issued by the State Director, or by their designee, for attendance at a State Tournament, NYSSO will provide State Event Supervisors, Assistant State Event Supervisors, and other invited agents, with

- a) Lodging at the approved hotel of the State Tournament;
- b) An allowance for travel, tolls, and mileage at the current rate, as expressly agreed to by the Board; and
- c) An allowance for meals, up to \$35.00.

### **However,**

- a) If an invited State Supervisor, Assistant State Supervisor, or other invited agent elects to stay at another hotel, other than the approved hotel of the State Tournament, NYSSO will reimburse for lodging at the rate of the approved hotel of the State Tournament;
- b) The mode of travel will be only be reimbursed for the least expensive form of travel (e.g., airplane vs. car); and
- c) To be considered for meal reimbursement, the request must be accompanied with an itemized invoice, bill, or receipt. NYSSO shall **neither pay, consider, nor reimburse expenses** for the purchase of alcoholic beverages. This applies to all NYSSO Board Members, agents, representatives, etc. without exception.

### **Finally,**

- a) All reimbursement request vouchers must be on NYSSO'S Reimbursement Request Voucher Form;

- b) All reimbursement request vouchers must be accompanied by the appropriate documents. This documentation includes, but is not limited to, itemized and original receipts, EZPass statements, and Google Map print-outs; and
- c) All Reimbursement Request Voucher Forms must be submitted to NYSSO's Treasurer no later than May 31<sup>st</sup> of the Tournament year for which it was submitted.

2) National Tournaments:

Provided that there has been an invitation issued by the National Science Olympiad to a current New York State Tournament Event Supervisor, or to some other current NYSSO agent, to participate in the National Tournament, NYSSO will provide current State Event Supervisors and other current invited agents, with

- a) An allowance for travel, rentals, tolls, and mileage at the current rate, as expressly agreed to by the Board; and
- b) An allowance for meals.

However,

- a) The mode of travel will be only be reimbursed for the least expensive form of travel (e.g., airplane vs. car);
- b) To be considered for meal reimbursement, the request must be accompanied with an itemized invoice, bill, or receipt. NYSSO shall **neither pay, consider, nor reimburse expenses** for the purchase of alcoholic beverages. This applies to all NYSSO Board Members, agents, representatives, etc. without exception.; and
- c) The total allowance shall not exceed \$600.00.

Finally,

- a) To be even considered for a reimbursement, both the President and the Treasurer of NYSSO's Board of Directors must be promptly notified by the invitee of the National Science Olympiad's invitation. This notification also applies to invited NYSSO Board Members;
- b) Failure to adequately notify the President and the Treasurer will constitute a forfeiture of the courtesy of reimbursement;
- c) All reimbursement request vouchers must be on NYSSO'S Reimbursement Request Voucher Form;
- d) All reimbursement request vouchers must be accompanied by the appropriate documents. This documentation includes, but is not limited to, itemized and original receipts, EZPass statements, and Google Map print-outs; and
- e) All Reimbursement Request Voucher Forms must be submitted to NYSSO's Treasurer no later than May 31<sup>st</sup> of the Tournament year for which it was submitted; and

*Any questions or concerns regarding this policy should be directed to the President and the Treasurer of NYSSO's Board of Directors.*

<p>Submitted, Reviewed, and Approved by NYSSO BOD Dated: Saturday, September 9, 2017</p>	<p style="text-align: center;"><u>/s/ John J. Beauregard</u> John J. Beauregard, Secretary NYSSO Board of Directors</p>
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