

DATE	TIME	CE SESSIONS	CE
Monday, Aug. 3, AM	9:45 - 1:00	How to Train the BAR – Best Practices; Legislative Update	3
Tuesday, Aug. 4, AM	8:30 – 12:00	Public Relations During a Reassessment	3
Tuesday, Aug. 4, PM	2:00 – 5:00	Public Relations During a Reassessment	3
Wed. Aug. 5, AM	8:30 – 9:30	A Discussion on Real Property Tax Administration with the Executive Director, NYS Office of Real Property Services (non credit session – for County Directors only)	0
	9:45 – 12:45	Portal Technology	3

REIMBURSEMENT SCHEDULE

TOTAL CREDITS	REGISTRATION FEE	OTHER REIMBURSEMENT*
12	Full receipted tuition amount	2 overnights, meals, mileage, tolls
6 - 11	Half receipted tuition amount	1 overnight, meals, mileage, tolls
1 - 5	No tuition	No overnights. Only allow travel meals, mileage, tolls

***In addition, Sunday overnight expenses** are available to those eligible who travel over 50 miles from their official stations to the conference.

Reimbursement rates for Westchester County: Hotel =\$164 per night (must have itemized receipt); Meals =\$12 for breakfast and \$47 for dinner (lunch is not reimbursable); Mileage = \$.55 per mile (as of Jan 1, 2009) and tolls. If you have questions about your eligibility for reimbursement, please call (518) 474-1764 prior to attending the conference.

Reimbursement will be provided from the Second Training Period (August 1 – November 30). Vouchers must be received by ORPS within 30 days of the conference.

Please be sure to sign-in at all sessions that you attend for continuing education (CE) credits. CE Credits will also be used to determine your eligible expenses for reimbursement. (06/17/09)