

TRAVEL / REIMBURSEMENT – ADMINISTRATIVE PERSONNEL

The Old Tappan Board of Education recognizes that the purpose of travel and conference attendance is to improve the quality of education for students of this District. To this end the Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing.

The Board also recognizes the need for required travel by administrators as part of their duties. The Superintendent shall develop forms and regulations to permit the administration to travel and to attend approved conferences at District expense and to permit reimbursement for required travel that shall be reimbursed in accordance with this policy.

All travel, including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation, shall be in accordance with the applicable statute, code, the New Jersey Department of Treasury, and the Office of Management and Budget (NJOMB) circulars. Any State or Federal circulars that conflict with New Jersey school law shall not be authorized.

Travel Expenditures

"Travel expenditures" are defined as those costs paid by the District using local, state or federal funds, whether paid directly by the District or by District reimbursement to an employee for costs associated with travel to the following four types of events:

- A. "Training and seminars" – all regularly scheduled, formal residential or non-residential training programs conducted at a hotel, motel, convention center, residential facility or at any educational institution or facility.
- B. "Conventions or conferences" – general programs sponsored by professional organizations which address subjects of particular interest to a school District or are convened to conduct association business.
- C. "Regular school district business" –Regular school business travel includes attendance at regularly scheduled in-State County meetings and Department sponsored or association sponsored meetings provided free of charge as well as regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member. Such travel requires the approval of the Superintendent prior to attendance at the travel event and prior to obligating the District to pay related expenses. The Superintendent shall establish written levels of approval prior to submission to him/her and shall designate and alternate approval authority to act when necessary.

Regular school district business travel shall not require the prior approval of the Board if the Board's travel policy contains an annual maximum amount per employee and/or Board member (where appropriate) for regular business travel. Such maximum shall not exceed \$1,500 per employee or per Board member.

- D. Retreats -- meetings with Board members and District employees that are held away from the normal work environment to discuss organizational goals and objects. These shall be held in District facilities if they are available.

TRAVEL/REIMBURSEMENT (continued)Travel Expenditures (continued)

District travel expenditures include, but are not limited to:

- A. All costs for transportation, meals, lodging and registration or conference fees that are a direct part of the travel event.
- B. Costs for all required training and all travel authorized in existing District employee contracts and School Board policies. This includes, but is not limited to, required professional development and other staff training and attendance at specific conferences authorized by existing employee contracts.

Reimbursement will be paid only upon compliance with NJSDOE code, NJOMB circulars the provisions of this policy and Board bylaw 9250 and their Employees shall only be reimbursed for travel that is:

- A. Critical to the instructional needs of the District or furthers the efficient operation of the District;
- B. Fiscally prudent;
- C. Directly related to and within the scope of the employee's current responsibilities;
- D. Within the scope of the District's professional development plan;
- E. In compliance with state travel guidelines

There is no limit on the number of persons permitted to attend in-state professional development programs. Out-of-State travel events shall be limited to the fewest number of attendees needed to acquire and present the content offered to Board members and/or staff. Lodging shall be provided only if the event occurs for two or more consecutive days and where the commute from home to the event is in excess of 50 miles.

Travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements shall be excluded from all requirements for prior approval. These amounts shall include actual travel expenses only and are the only items excluded from prior approval requirements. Costs for per diem meal and incidental expenses are not part of contractual, statutory or federal regulatory requirements for travel and are subject to all requirements of this policy and bylaw 9250 including prior approval. All travel costs incurred under this exclusion shall be included in the maximum travel expenditure amount.

All employees shall adhere to the following requirements to be considered for reimbursement:

- A. Reimbursement may not exceed state travel reimbursement guidelines as established by the Department of Treasury, including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, and overnight travel. All requests for travel reimbursement must have the required supporting documentation.
- B. Reimbursement must also be in compliance with rules established by the Office of Management and Budget. No reimbursement will be issued without submission of original written documentation such as receipts, checks and vouchers detailing each expenditure for all expenditures except for meals and parking meters. Reimbursement requests shall be submitted monthly, when in excess of \$25. Travel for a single travel event must be reported as soon as possible after the event.

TRAVEL/REIMBURSEMENT (continued)Travel Expenditures (continued)

- C. Prior to receiving reimbursement, employees shall provide a brief report that includes a description of the primary purpose for the travel, and the key issues that were addressed and their relevance to improving instruction or the operation of the District. This report will be submitted to the Superintendent. Reports and/or turnkey training on the information and materials garnered as a result of the travel shall be provided when requested by the Superintendent or his/her designee.

No District employee shall be reimbursed for travel and related expenses without prior written approval of the appropriate supervisory administrator and the Superintendent as well as authorization by a majority of the full voting membership of the Board except for regular school district business travel. An employee shall not receive any money as a travel advance prior to the event. This does not preclude the District from paying the vendor directly with proper use of a purchase order. All approval for travel and reimbursement must be prior to the event except in emergent circumstances.

When unforeseen circumstances arise where a travel request cannot receive prior approval of the Board such requests shall:

- A. Include justification for the request;
- B. Require prior approval of the Superintendent or designee and the Executive County Superintendent or designee;
- C. Be ratified by the Board at its next regularly scheduled meeting;
- D. Not include travel to conferences, conventions and symposiums which are not considered emergencies.

Other than emergency situations, travel may not be authorized after the event.

The Board of Education shall authorize in this policy's regulation an annual maximum amount per employee, to be used only for regular business travel as defined in this policy. These amounts shall be for actual travel expenses only and are the only items excluded from prior approval requirements. Costs for per diem meal and incidental expenses are not part of regular business travel and are subject to all requirements of this policy and bylaw 9250 including prior approval. All travel costs incurred under regular business travel shall be included in the maximum travel expenditure amount.

At any time prior to the event, the School ~~a school~~ Board may approve employee travel for multiple months as long as the approval details in the Board minutes:

- A. Itemized approval by event;
- B. The total cost of the event;
- C. The number of employees attending the event.

District travel expenditures shall not include;

- A. Subsistence reimbursement for one-day trips except for meals expressly authorized by and in accordance with the provisions of the New Jersey Administrative Code.

TRAVEL/REIMBURSEMENT (continued)Travel Expenditures (continued)

- B. Subsistence reimbursement for overnight travel within the state except when authorized by the Commissioner and in accordance with the procedures in the New Jersey Administrative Code;
- C. Travel by employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation.
- D. Costs for spouses by marriage, civil union or domestic partners, immediate family members, and other relatives;
- E. The cost of car rentals, limousine services, chauffeuring, laundry, entertainment, alcoholic beverages, gratuities in excess of those permitted by federal per diem rates, reverse telephone charges or third party calls, hospitality rooms, souvenirs or costs of an employee in attendance to coordinate other Board members' or employee's accommodations;
- F. Expenses incurred for lunch or refreshments for training session held within the District including in-service days or for employee participants traveling from other locations with the District;
- G. Costs for training to maintain certification that is not required as a condition of employment;
- H. The cost of air fare without documentation of quotes from 3 airlines, travel agencies or on-line services;
- I. Any travel methods that do not meet the requirements outlined in N.J.A.C. 6A:23A-7.9;
- J. Foreign travel without the approval of the Executive County Superintendent;
- K. Other travel expenditures that are unnecessary and/or excessive.

All travel reimbursements are subject to the following subsistence requirements:

- A. One day trips that do not involve overnight lodging are not eligible of subsistence reimbursement except in those limited circumstances authorized in the Department of Treasury guidelines and the pertinent New Jersey Office of Management and Budget (NJOMB) circular.
- B. Out-of-state overnight travel is eligible for a subsistence payment and reimbursement when:
 1. Per diem reimbursement for lodging and meals is the actual reasonable cost and does not exceed the federal per diem rates;
 2. The hotel is the site of the event and the going rate for the hotel is in excess of the federal per diem rates or, if lodging at the site of the event is no longer available, similar accommodations do not exceed the rate at the hotel that is the site of the event;
 3. Receipts are provided for hotel expenses but not for meals that are under the federal per diem allowance;

If the total per diem rate submitted for reimbursement is greater than the federal per diem rate except as provided in sections 1 and 2 above, the costs will be considered excessive and shall not be reimbursed by District funds.

TRAVEL/REIMBURSEMENT (continued)

Travel Expenditures (continued)

- C. Overnight travel within the state is not eligible for reimbursement unless a waiver is obtained from the Commissioner of Education. Such travel shall not be eligible for reimbursement if that travel is on the day prior to the start of the conference or after check-out time on the last day of the event.
- D. Events that have a total cost in excess of \$5000.00 or events that have more than three attendees must have prior approval of the Executive County Superintendent unless there is a waiver from the Commissioner.
- E. District employees shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits.
- F. Payment will be made for the full cost of an official convention meal that an employee attends only when the meal is scheduled as an integral part of the event. If the meal is included in the registration fee, the employee shall not be reimbursed additionally for the cost of that meal;
- G. Only light sustenance may be provided and reimbursed in accordance with the rules in the New Jersey OMB current circular.

A maximum travel expenditure amount for the District shall be allotted in the annual budget (See Board bylaw 9250 Expenses). Board, administrative and staff travel shall be included in this amount, which shall be subject to all appropriate budgetary regulations Individual expenditures will be approved only when approval does not exceed the cumulative amount allowed by its annual budget for all travel expenditures.

Penalties

Persons authorizing travel in violation of this policy shall be required to reimburse the District in an amount equal to three times the cost associated with attending the event.

An employee who travels travel in violation of this policy shall be required to reimburse the District in an amount equal to three times the cost associated with attending the event.

The Superintendent shall develop regulations to implement this bylaw.

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:2-1	Power to effectuate action
	<u>N.J.S.A.</u> 18A:4-23 and 24	Supervision of schools; enforcement of rules Determining efficiency of schools; report to state Board
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:12-4	Compensation of members
	<u>N.J.S.A.</u> 18A:12-24 and 24.1	School Ethics Act Code of Ethics
	<u>N.J.S.A.</u> 18A:54-20	Powers of Board (county vocational schools)
	<u>N.J.A.C.</u> 6A:23A-5.9	Out of state and high cost of travel
	<u>N.J.A.C.</u> 6A:10A-8.3	Travel and Related Expense Reimbursement (Abbott Districts)
	<u>N.J.A.C.</u> 6A:23A-1.1 <u>et. seq.</u>	Travel reimbursement appropriations act

New Jersey Office of Management and Budget circulars

Federal Office of Management and Budget Circulars

TRAVEL/REIMBURSEMENT (continued)

Legal References: (continued)

P.L. 2005, c.132 Appropriations Act

P.L. 2007, Chapter 35 District Accountability

In the Matter of Anthony Esgro, Luis Perez, Clifford Meeks and Frank
, Glassboro Board of Education, CO7-97, March 30, 1998

Cross References:

2033	Travel/Reimbursement
3571	Financial reports
*4131/4131.1	Staff development, inservice education/visitations/conferences
4133	Travel/Reimbursement
*4231/4231.1	Staff development, inservice education/visitations/conferences
4233	Travel/ reimbursement
*9200	Orientation and training of Board members
*9270	Conflict of interest

Key Words

Reimbursement of Administrative Travel, Administrative Travel Reimbursement, Administrators' Expenses, Administrators Expenses, Travel Reimbursement

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