

[See POLICY ALERT No. 173A and 176A]
[Required for Abbott Districts]

4440 JOB EXPENSES

The Board of Education will reimburse support staff members for travel and other reimbursable expenditures in accordance with N.J.A.C. 6A:10A-8.3. All work related travel shall be limited in scope, educationally necessary and fiscally prudent. Such travel shall occur only upon prior written approval of the Superintendent of Schools, the Department of Education if required pursuant to N.J.A.C. 6A:10A-8.3(o), and prior approval by a majority of the full voting membership of the Board of Education.

Board members must recuse themselves from voting on travel where the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his/her objectivity or independence of judgment.

No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the execution of his/her official duties.

All travel and expense reimbursements shall:

1. Be directly related to and within the scope of the support staff member's current work responsibilities and the district's professional development plan;
2. Be for travel that is critical to the instructional needs of the school district and/or furthers the efficient operation of the school district; and
3. Be in compliance with State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02 and NJOMB Circular A-87.
 - a. No alcoholic beverages will be considered for reimbursement.

The Board of Education will establish a maximum travel expenditure amount to be allotted in the annual budget for travel and expense reimbursement. The applicable restrictions

and requirements set forth in the NJOMB circulars shall apply, but not be limited to, types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and submission of supporting documentation including receipts, checks or vouchers.

Sections of either circular in 3. above that conflict with New Jersey school law (N.J.S.A. 18A:-1 et seq.) shall not apply to Abbott school districts. Any travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements shall be excluded from the requirements of N.J.A.C. 6A:10A-8.3.

The Board of Education, in accordance with N.J.A.C. 6A:10A-8.3(i) establishes an annual threshold amount of \$250 per day for regular business travel only which Board approval is not required. All travel requiring overnight accommodations must receive prior Board approval. In addition, the Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes, itemizes the approval by event, cost, and number of employees and/or Board members attending the event.

Prior Department of Education approval is required for all travel outside New Jersey for any event that has a total cost that exceeds \$2,500.00 or when more than two employees or Board members are attending the same event. Upon approval by the Board, the request for travel shall be submitted to the Assistant Commissioner in the Division of Abbott Implementation at least one month prior to the travel date in a form prescribed by the Department. Staff members who attend events outside New Jersey without the required prior Department of Education approval shall reimburse the school district for all costs associated with attending the event.

Within 31 days after returning from the travel, the support staff member shall submit to the Superintendent or his/her designee a brief report that includes the primary purpose for the travel, and the key issues addressed at the event and their relevance to improving instruction and/or the operation of the school district.

Detailed documentation supporting all travel and reimbursable expenditures, including the travel approval requests approved by the Superintendent and Board, travel documentation reports, receipts, and other documentation that demonstrates compliance with N.J.A.C. 6A:10A-8.3 shall be maintained in the Finance office.

A district that violates its established maximum travel expenditure as set forth in N.J.A.C. 6A:10A-8.3(b) or that otherwise is not in compliance with the travel limitations set forth in N.J.A.C. 6A:10A-8.3 shall be subject to action by the Commissioner of Education including a reduction of State aid

in the amount equal to any excess expenditure pursuant to P.L. 2005, c. 132.

The use of a support staff member's personal vehicle will be considered a legitimate job-related expense if the travel is among schools to which the member is assigned, the travel is authorized by the Superintendent, or the use of the support staff member's vehicle for special or emergency purposes is a recognized part of the staff member's job responsibilities. The mileage allowance shall be in accordance with the provisions of N.J.A.C. 6A:10A-8.3.

N.J.S.A. 18A:12-4

N.J.A.C. 6A:10A-8.3

New Jersey Department of Treasury Office of Management and Budget Circular Letter 06-02 and Circular A-87

Adopted: 18 January 2006 (to be effective 01 February 2006)

REVISED: 17 January 2007