

# REGULATION

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### 4440 JOB EXPENSES

#### A. Approval of Travel and Related Expense Reimbursement

The following procedure shall be implemented for a support staff member seeking to receive travel and related expense reimbursement for expenditures related to and within the scope of the support staff member's current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district:

1. A request for travel and related expense reimbursement must be submitted to the Superintendent of Schools 30 days prior to the travel date(s) and at least 7 days before a Board meeting. The request shall include supporting documentation to include: the type of travel; location of the travel; occurrences of the travel; date(s) of travel; and all related costs including transportation expenses, parking, tolls, lodging, meals, and other expenses.
2. The Superintendent of Schools shall review and may approve or deny each request for travel and related expense reimbursement. The Superintendent's signature designating approval is required on the request for travel and related expense reimbursement.
3. All request for travel and related expense reimbursement approved by the Superintendent of Schools shall be forwarded to the School Business Administrator/Board Secretary, or designee, to determine if the expenses as outlined in the request are in compliance with New Jersey travel reimbursement guidelines as established by the Department of Treasury in NJOMB Circular Letter 06-02 and OMB Circular A-87, including any amendments or revisions thereto.
  - a. If expenses are in compliance with the Circulars as outlined in 3. above, the School Business Administrator/Board Secretary, will include the travel and related expense information on the Board of Education Approval of Travel and Related Expense Reimbursement Form for submission to the Board of Education.



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b. If any travel and related expenses are not in compliance with the Circulars in 3. above, the School Business Administrator/Board Secretary, or designee, will return the request to the Superintendent of Schools. The Superintendent may deny the returned request or require the support staff member to submit written documentation setting forth in detail why the expenses are necessary or unavoidable. The Superintendent of Schools may approve or deny the re-submitted request. If the Superintendent of Schools approves the re-submitted request with the written documentation, the School Business Administrator/Board Secretary, will include a summary of this documentation on the Board of Education Approval of Travel and Related Expense Reimbursement Form.

4. The Board of Education Approval of Travel and Related Expense Reimbursement Form shall be presented to the Board of Education for approval. Approval by a majority of the full voting membership of the Board at a Board meeting is required.

### B. Reimbursement of Travel and Related Expenses

All travel and related expenses that receive prior written approval of the Superintendent of Schools and prior approval of the Board shall be reimbursed by the Board of Education in accordance with the following procedures:

1. The support staff member, within 30 calendar days after incurring the approved travel and related expenses, shall be required to submit to the School Business Administrator/Board Secretary, receipts documenting all prior Board approved travel and related expenses paid by the support staff member during the travel. Reimbursement to the support staff member will be made in accordance with the district's payment procedures.



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2. Receipts for the approved expenses to be paid directly to a vendor(s) accepting the school district's purchase order will be obtained directly from the vendor by the Business office. Payment directly to the vendor will be made in accordance with the district's payment procedures.

Adopted:

