

PLAINFIELD BOARD OF EDUCATION**FILE CODE 9250b2**

Monitored
 X Mandated
 X Other Reasons

Policy**TRAVEL AND OTHER REIMBURSABLE EXPENDITURES - ABBOTT**

Board members receive no payment for their services. With board approval, they may be reimbursed for out-of-pocket expenses incurred on board business.

Travel and Related Expenses

Board members and employees shall only be reimbursed for work-related travel and other expenses that are:

- A. directly related to the school district professional development plan,
- B. limited in scope,
- C. educationally necessary, and
- D. fiscally prudent.

Board members and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the employee's or board member's current work responsibilities. Travel is reimbursable only with the prior written approval of the chief school administrator and the board of education. All employees and board members shall adhere to the following specification to be considered for reimbursement:

- A. The travel reimbursement does not exceed State travel reimbursement guidelines as established by the Department of Treasury in the NJOMB circular letter 06-02 (found at <http://www.state.nj.us/infobank/circular/cir0602b.htm>), including any amendments or revisions thereto;
- B. All requests for reimbursement are in compliance with OMB Circular A-87 (found at http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html);
- C. Per diem rates for meals do not exceed the per diem rates included in NJOMB circular letter 06-02;
- D. There shall be no purchases of and reimbursements for alcohol, laundry, valet service, and entertainment and meals in excess of the per diems established in NJOMB circular letter 06-02, including any amendments and revisions thereto;

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E. The employees or board members document their efforts to secure the lowest convenient price for hotels and airfares;

F. Upon returning from the conference, convention, staff training, seminar or workshop, the employee or board member shall document how the trip benefited the students, teaching staff or administration of the school and school district;

G. The employees and board members are required to maintain detailed documentation that demonstrates compliance with this policy.

The board shall:

- A. Allot in its annual budget a maximum travel expenditure amount for such travel expenditures including, but not limited to, conferences, conventions, staff training, seminars and workshops;
- B. Submit for approval to the Department of Education all proposed travel outside the Mid-Atlantic region where projected cost exceeds \$1000 and is deemed critical to the instructional or operational needs of the district. The request for approval outside the Mid-Atlantic region shall be submitted on the form prescribed by the Department to the Assistant Commission in the Division of Abbot Implementation at least three months prior to the travel date;
- C. Submit for approval to the Department proposed events that have a total cost that is projected to exceed \$2,500 or more than two employees or board members are attending the same event. Requests for travel approval shall be submitted to the Assistant Commissioner in the Division of Abbott Implementation at least one month prior to the travel date;

The chief school administrator shall develop regulations to implement this policy.

Date:

Legal References:	<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 Acts Code of Ethics

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- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.A.C. 6A:10A-8.3 Travel and Other Reimbursable Expenditures (Abbott Districts)
- P.L. 2005, c. 132 Appropriations Act

See also:

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

Cross References:

- 3571 Financial reports
- 9200 Orientation and training of board members
- 9270 Conflict of interest