4440 JOB EXPENSES (M)

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The Board of Education will reimburse support staff members for travel and related expenses provided the expenses are 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. All eligible travel and related expenses to be reimbursed by the Board shall be educationally necessary and fiscally prudent.

Any travel and related expenses to be reimbursed to a support staff member by the Board shall receive prior written approval of the Superintendent and prior approval by a majority of the full voting membership of the Board.

Pursuant to N.J.A.C. 6A:23B-1.2(c)3., all travel and related expense reimbursements shall be in compliance with New Jersey travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02 and NJOMB circular A-87, including any amendments or revisions thereto. The applicable restrictions and requirements set forth in these NJOMB circulars shall apply and include, but not be limited to: types of travel; travel advances; methods of transportation; routing of travel; mileage allowance; meal allowance; overnight travel; and submission of supporting documentation including receipts, checks, and vouchers.

The use of a support staff member's personal vehicle will be considered a legitimate job-related expense if the travel is among schools or within the school district and 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 any collective bargaining agreements, individual contracts, or as approved by the Board, as appropriate.

A support staff member that receives travel and related expense reimbursement in accordance with the provisions of this Policy may, within ten calendar days after incurring such expenses, be required to submit a brief report to the Superintendent, or designee, regarding the primary purpose of the travel and a summary of the goals and key issues that were addressed through the travel and related expense. This report may not be required if this information was submitted to receive initial Superintendent approval.

Travel and related expenses will only be reimbursed to the support staff member in accordance with the provisions of this Policy and N.J.A.C. 6A:23B-1.1 et seq. Detailed documentation supporting all reimbursed travel and related expenses, including the travel approval requests approved by the Board, travel documentation reports, and receipts shall be maintained in the district business office.

Travel caused by or subject to contractual provisions, other statutory requirements, or federal regulatory requirements and travel not in compliance with the N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary or unavoidable shall be excluded from the requirements of this Policy and N.J.A.C. 6A:23B-1.1 et seq. The reason(s) for such exception shall be clearly set forth in detailed documentation and approved by Board resolution.

The Board shall establish in its annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement. A Board that violates its established maximum travel expenditures or that otherwise is not in compliance with the travel limitations of N.J.A.C. 6A:23B-1.1 et seq. may be subject to sanctions by the Commissioner of Education as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-34, including reduction of State aid in the amount equal to any excess expenditure.

N.J.S.A. 18A:12-4
N.J.A.C. 6A:23B-1.1 et seq.
New Jersey Department of Treasury Office of Management and Budget Circular Letter 06-02 and Circular A-87

Adopted: 26 November 2001
Revised: 23 January 2006