

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

FILE CODE 3541.40

Monitored

Mandated

Other

TRAVEL REIMBURSEMENT

With authorization from the Board of Education, members of the staff shall be reimbursed for all appropriate expenses incurred when attending any meetings, conferences, workshops, or when making any trips on official business.

The following procedures and guidelines must be met:

1. Travel shall be by the most direct, practical, and economical means.
2. Reservations for hotel accommodations will be made by the employee. Accommodations should be made in accordance with BOE Policy 9250.
3. Receipts of expenditures properly chargeable to the Board must be kept and submitted. Copies of credit card charges serve as excellent receipts for reimbursement. Expenses for accompanying persons, including spouses, are not chargeable to the Board of Education.
4. For official travel by means other than automobile, arrangements should be approved in advance by the Board of Education office and in accordance with BOE Policy 9250.
5. Travel by automobile in privately owned vehicles will be reimbursed at the maximum reimbursement allowed by the Internal Revenue Service at the time the mileage expense was incurred.
6. No expenditures for intoxicants or private business telephone calls are to be included in expense itemization for reimbursement. One personal telephone call per day to family will be considered acceptable for reimbursement.
7. Personal charges appearing on hotel bills or any other receipt used for reimbursement purposes shall be deducted, with deductions noted on the bills or receipts. Non-reimbursable expenses include, but are not limited to: laundry, flight insurance, entertainment, or additional meals, if a meal plan has been paid for in advance.

8. All vouchers must be submitted to the Board Secretary/Business Administrator, who will forward them to the Board of Education for review and approval before reimbursement is made.

Staff Development

Annual staff development planning includes the participation of personnel in meetings and conferences held outside of the district. The reimbursement schedule for such authorized travel expenses will be approved and announced by the Board of Education in accordance with BOE Policy 9250.

Job-Related Expenses

The administration shall establish the methods for prior approval for reimbursement of job-related expenses. The approved schedule of expenses shall be analyzed periodically, and adjusted as necessary.

Board Approval: October 29, 2007