

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 4133

EXPENSE ADVANCES AND REIMBURSEMENTS

1. All transportation, food, lodging, and other expenses related to school district activities incurred by employees shall be reimbursed to the extent of their proper authorization.
2. In accordance with the provisions of N.J.S.A. 18A:11-1 whereby a board of education can make rules that are not inconsistent with the statutes or rules of the State Board for the transaction of its business and for the regulation of its employees, money may be paid in advance directly to third party vendors for board of education members and designated employees to attend conventions, workshops and other official functions designed to improve the education programs. The moneys should be requested and accounted for in accordance with the procedures established by the Superintendent.
3. Expense reports shall normally be prepared monthly and in no case less frequently than the end of each calendar quarter. Reports for advances should be submitted upon return and final settling will occur. All reports shall be prepared to reflect expenses by type on a daily basis in conformity with regulations of the Internal Revenue Service. All reports shall be approved by the Superintendent, or his duly designated representative, except that of the Superintendent which shall be approved by the President of the Board of Education.
4. Authorized travel in personally owned vehicles shall be reimbursed at the rate established by the Internal Revenue Service.

Legal References: None at this time

Formerly Policy GBRF

Adopted: 5/17/65

Amended: 7/21/69, 3/18/74, 10/20/75, 11/17/75, 10/15/79, 1/19/81, 11/16/81,
11/21/83, 3/26/02, 3/18/08