

**BOARD OF EDUCATION**  
**Cherry Hill, New Jersey**

**Policy 9250**

**TRAVEL EXPENSE REIMBURSEMENT**

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

Travel reimbursement will be paid only upon compliance with the board's policy provisions and approval requirements. Board members and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the board member's and employee's current work responsibilities. Board members and employees shall only be reimbursed for travel that:

- A. promotes the delivery of instruction or furthers the efficient operation of the school district,
- B. is fiscally prudent, and
- C. is directly related to and within the scope of current responsibilities.

All board members and employees shall adhere to the following guidelines to be considered for reimbursement:

- A. Reimbursement may not exceed State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02, including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation.
- B. Reimbursement must also be in compliance with OMB Circular A-87. No reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount of each expenditure. Such documentation must be submitted within a timeframe to be established by the board.
- C. Any individual seeking reimbursement shall provide, when requested by the board of education, a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed. This report will be submitted to an appropriate party designated by the board.

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- D. It should be noted that all pre-existing Cherry Hill Board of Education contracts shall prevail.
- E. The Board of Education may create an annual maximum threshold amount for anticipated, recurring meetings per individual below which board approval is not required.

In addition to the requirements above, such travel must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the superintendent, and prior approval by a majority of the full voting membership of the board.

Board members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the board, and is in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

The board shall:

- A. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
- B. Adopt a public resolution authorizing each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district.

The board shall exclude from these requirements reimbursement for:

- A. travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements; and
- B. travel that will otherwise not comply with the requirements in state regulation governing this policy, but that is deemed necessary or unavoidable; documented with full detail; and approved by board resolution.

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement.

The superintendent shall develop regulations to implement this policy.

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<b><u>Legal References:</u></b>	<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 Act Code of Ethics
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 6A:23A-5.9	Out of state and high cost travel
	<u>N.J.S.A.</u> 6A:23A-7.1 <u>et. seq</u>	Travel Reimbursement
	<u>P.L.</u> 2005, c.132	Appropriations Act
	<u>P.L.</u> 2007, c. 52	A5, provides for various school district accountability measures

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

Related Procedure E-13

Adopted 9/18/95

Revised 12/20/05