

Passaic Public School District

TRAVEL

Conferences

Administrative Rules

Passaic Public School District
Passaic, NJ 07055

Fiscal Year 2017-2018

Travel **Conferences** **Administrative Rules**

The Administrative Rules for travel have been approved and comply with:

- N.J.S.A. 18A:11-12 et seq.
- N.J.A.C. 6A:23A-5.9, 6.13, and 7.1 et. seq.
- NJ Department of Treasury Circular 16-11 OMB, 11-09 OMB
- Federal OMB Circular A-87, 2 CFR Part 225

These rules pertain to employee travel, board member travel and for the types of travel listed below.

- Types of Travel
 1. Training/Seminars/Workshops
 2. Conventions and Conferences
 3. Retreats
 4. School District Sponsored Events

Other Types of Travel

- Regular School District Business Travel
- Travel Allowance
- Regular School District Business Travel -- Separate Administrative Rules

The Board of Education, in conjunction with the Superintendent of Schools and Designees, recognizes certain regular school district business travel that occurs within the normal operation of the district. A separate set of administrative rules for regular school district business travel will govern the travel.
- Travel Allowance – Separate Administrative Rules

Travel allowance is a defined payment amount made through the payroll process to an authorized employee for using his/her vehicle while traveling on school district business. A separate set of administrative rules for travel allowance has been prepared.

Section A

Request to Attend Conference

Complete Request Form

Procedures Attendance at Conference

A. Request to Attend Conference – Complete Request Form

All employees requesting to attend a conference must complete and submit the Request for Attendance at Conference Form to the Office of the Superintendent of Schools or Designee.

(See *Appendix A*)

The Superintendent, in conjunction with the Assistant Superintendent/Chief of Operations/School Business Administrator, will review the request to determine whether the travel is:

- Educationally necessary;
- Fiscally prudent;
- Directly related to and within the scope of the employee's current responsibilities and/or the school district's professional development plan; and/or
- Critical to the instructional or operational needs of the district.

All request forms are to be submitted at least six to eight (6-8) weeks prior to the travel date. This will allow time for administrative review, Board of Education approval and Executive County Superintendent approval, if necessary.

Attachments to Request Form

All requests for attendance at conference must have the following items attached to the request form:

1. Justification Statement

Employee shall provide a brief statement that includes the primary purpose of the travel and the key issues that will be addressed at the event.

Ref. N.J.A.C. 6A:23A-7.5(b)(4)

2. Board Resolution

The approving administrator shall prepare the appropriate travel resolution (see sample) and attach the resolution to the request form. Resolutions should also be sent electronically to the appropriate cabinet member for signature.

(See *Appendix D*)

3. Insurance Identification Card – Required Submission

All employees and board members using privately-owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The insurance ID card is to be submitted with the travel request form. Ref. N.J.A.C. 6A:23A-7.9(c)(4v)

For each travel request the employee shall submit the insurance identification card.

Checklist for Superintendent or Superintendent's Designee Review

A Checklist for Superintendent or Superintendent's Designee Review has been prepared for the employee to use as a guide when submitting travel requests to the Superintendent or Superintendent's Designee. (See *Appendix B*)

Section B

Approvals Needed

Prior to Travel

B. Approvals Needed – Prior to Travel

1. Superintendent (or Designee) Approval– Prior to Travel Event

All travel must be approved prior to the travel date. Employees requesting to attend a conference must receive the following approvals:

- Superintendent or Superintendent’s Designee – Prior to the travel date; and
- Board of Education – Prior to the travel date.

The Board of Education is prohibited from approving a travel resolution after the travel has been completed. Ref. N.J.S.A. 18A:11-12(4)(i)

2. Executive County Superintendent Approval – Out of State Travel Only

Pursuant to N.J.A.C. 6A:23A-5.9(c), written approval is needed from the Executive County Superintendent if:

- Out of state travel event has a total cost that exceeds \$5,000 – regardless the number of attendees; or where
- Six (6) or more individuals from the district are to attend the same out of state travel event.

Executive County Superintendent – Approval Process

- Obtain approval of Superintendent of Schools or Designee – Conference Form
- Obtain approval of Board of Education
- Complete Travel Request Form – Executive County Superintendent
Obtain Superintendent’s or Designee’s signature – **(See Appendix E)**
- Submit form with any documentation to assist the decision making process
(one month prior to travel event)

3. Out of Country Travel -- Approval

For all employee and board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. It is expected that approvals will be rare. Ref. N.J.A.C. 6A:23A-5.9(d)

4. Unforeseen Travel Situations – Approval

There may be an occasion where unforeseen situations arise wherein a travel request cannot receive prior approval of the Board of Education. A memo shall be prepared and sent to the Superintendent or Superintendent’s Designee outlining the compelling reason(s) and justification for the employee to attend the travel event.

The Superintendent or Designee, in granting approval, shall also request permission from the Executive County Superintendent or his/her Designee. No travel in these types of unforeseen situations shall take place unless approval is received from the

- Superintendent of Schools; and the
- Executive County Superintendent of Schools or his/her Designee.
- Travel to conferences, conventions and symposiums are not considered to be emergencies and shall not be approved after the fact. Ref. N.J.A.C. 6A:23A-7.4(e)

The Board of Education shall ratify the travel request at its next regularly scheduled meeting.

5. Alternate Approval Authority – Assistant Superintendent/Chief of Operations/School Business Administrator

The Assistant Superintendent/Chief of Operations/School Business Administrator has been designated as an Alternate Approval of Travel Authority and shall have the authority to approve travel requests in the absence of the Superintendent. Ref. N.J.A.C. 6A:23A-7.4(a)(1)

Section C

Travel Activities

Conference Registration

Travel Routing

Travel Methods

Subsistence Allowance

Travel Expenses; Expenditures

C. Travel Activities

The travel activities listed are to be prepared, reserved, and/or scheduled only after official approvals have been granted. Any costs for unauthorized unapproved travel will be paid by the employee. An employee who travels in violation of the school district's policy and/or N.J.S.A. 18A:11-12(s) shall be required to reimburse the school district in the amount of three (3) times the cost associated with the event.

1. Conference Registration– Purchase Order

Registration for conferences shall be made by preparing a purchase order to the vendor. Purchase orders should be prepared well in advance for the vendor to receive the registration.

Some conferences require the registration to be pre-paid. If this is the case then a Request for Vendor Check form shall be completed and attached to the purchase order and submitted to the Assistant Superintendent/Chief of Operations/School Business Administrator before the purchase order deadline.

Please note: IMPORTANT! – Purchase Order Attachments

No purchase orders will be signed or processed unless the following is attached:

- Approved Request for Attendance at Conference Form;
- Approved Board Resolution;
- Executive County Superintendent Approval – if applicable; and
- Copy of the Registration Form.

2. Travel Routing

All travel shall be by the most direct, economical and usually-traveled route. Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel.

In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.

Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually-traveled route.

3. Travel Methods

For the purposes of these rules, “transportation” means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles and personal vehicles.

The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee, board of education member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement. Ref. N.J.A.C. 6A:23A-7.10(a)

3. Travel Methods (continued)

Quotation Needed – Air Fare Only

Air and rail tickets shall be purchased via the internet if possible, using online travel services such as Travelocity, Expedia or Hotwire.

Reimbursement for air fare without documentation from at least three (3) airlines and/or services is prohibited. Ref. N.J.A.C. 6A:23A-7.8(a)(17)

a. Air Travel

Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business.

- The most economical air travel should be used, including the use of discounted and special rates.
- The following options should be considered when booking tickets:
 - Connecting versus nonstop flights;
 - Departing earlier or later compared to the preferred departure time;
 - Utilizing alternative airports within a city, i.e., Chicago, Illinois – Midway Airport versus O’Hare Airport;
 - Utilizing alternative cities, i.e., Newark versus Philadelphia.
 - Utilizing “low cost” airlines; and
 - Exploring alternate arrival and/or departure days.
- No employee or board member can earn benefits as a result of school district funded travel. Employees and board members are prohibited from receiving “Frequent Flyer” benefits accruing from school district funded travel.
- Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:
 - Is less expensive than economy;
 - Avoids circuitous routings or excessive flight duration; or
 - Would result in overall transportation cost savings.
- All airfare other than economy and not covered by the above exceptions purchased by an employee or board member shall only be reimbursed at the economy rate for the approved destination.
- Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
- Airline tickets shall not be booked until all necessary approvals have been obtained.

3. Travel Methods (continued)

- Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed.
- Justification shall accompany requests for airline ticket reimbursement when purchased by employees or board members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.

Baggage Fees – Airline

The New Jersey Administrative Code is silent about reimbursement of airline baggage fees, however, it is noted in two separate citations pertaining to airline travel that additional expenses incurred by the traveler “. . . outside the control of the purchaser” may be considered for reimbursement.

Baggage Fee Reimbursement – Limit One (1) Bag

The district will consider in accordance with N.J.A.C. 6A:23A-7.9(c)(2)(viii/ix) reimbursing the employee or board members up to \$25.00 for one bag checked in. Receipts must be provided for reimbursement as well as documentation from the airline that the baggage fee is a required fee. (Ref. NJ Circular 16-11 OMB Page 11 Item C-11)

b. Rail Travel

- Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business.
- The most economical scheduling of rail travel shall be utilized, including excursion and government discounts whenever applicable.
- When one employee or board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available.
- The use of high speed rail services, such as Acela, shall not be authorized.
- When two or more employees and/or board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally-owned vehicle must be used.
- All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for Air Travel

3. Travel Methods (continued)

Travel Reservations – Air and Rail Travel

- Quotation Needed

Air and rail tickets shall be purchased via the internet if possible, using online travel services such as Travelocity, Expedia or Hotwire.

Reimbursement for air fare without documentation from at least three (3) airlines and/or services is prohibited. Ref. N.J.A.C. 6A:23A-7.8(a)(17)

- ♦ Reservations – Purchase Order Process

Travel Reservations may be made through the purchase order process. If this is the case, then a Request for Vendor Check form shall be completed and attached to the purchase order. The purchase order shall be submitted well in advance as to prepare a check.

- ♦ Reservations – Prepaid by Employee; Board Member

Travel costs may be prepaid by the employee or board member. At the conclusion of the travel, a purchase order for reimbursement may be prepared and submitted.

Please note: IMPORTANT! – Purchase Order Attachments

No purchase orders will be signed or processed unless the following is attached:

- Approved Request for Attendance at Conference Form;
- Approved Board Resolution;
- Executive County Superintendent Approval, if applicable; and
- Copy of Bills, Proposal, etc.; Receipts

c. Automobile Vehicles

Use of a school district-owned or leased vehicle shall be the first means of ground transportation. Use of a personally-owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or leased vehicle is available.

- Mileage Commute Deduction – See Appendix K

Normal commutation expense must be deducted when calculating mileage allowance.

- Mileage Rate

Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual New Jersey State Appropriations Act, or a lesser rate at the board's discretion for an employee or board member traveling by his personally-owned vehicle on official business. As of September, 2013, the reimbursement mileage rate is \$0.31 per mile.

In accordance with the OMB circular, if any condition in an existing negotiated contract is in conflict with the circular, such as the mileage reimbursement rate, the provision of the contract will prevail.

3. Travel Methods (continued)

Parking and toll charges shall be allowed in addition to mileage allowance.

Reimbursement for travel to points outside the state by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.

In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport or station transfers, etc.) shall be considered.

- Travel Mileage Commute Deduction Worksheet

All persons using their personal vehicle on board approved travel shall complete the district:

Travel – Mileage Commute Deduction Worksheet

wherein pursuant to NJ Circular 16-11 OMB, Section VIII H-4 normal commutation expense must be deducted when calculating mileage allowance.

- Insurance Identification Card – Required Submission

All employees and board members using privately-owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The insurance ID card is to be submitted to the Superintendent's or Designee's Office with the travel request form. Ref. N.J.A.C. 6A:23A-7.9(c)(4v)

Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

- Vehicle Registration -- Required Submission

All individuals using personal vehicles on a travel event must submit a copy of the vehicle registration with the purchase order for travel reimbursement. Ref. N.J.A.C. 6A:23A-7.13(b)

All travel by automobile must be done by the most direct, economical and usually traveled route. Travel miles will be the actual mileage traveled. The Business Office will use www.mapquest.com as a verifying guide, if necessary.

Carpooling

The Board encourages the use of car pooling to conferences for economical and environmental reasons. The Board will only reimburse the employee/owner of the vehicle being used.

Tolls

Reimbursement will be provided for the cost of all tolls. Every effort should be made to obtain receipts. Copies of EZ Pass statements highlighting the tolls paid are acceptable documentation.

3. Travel Methods (continued)

Limousine Services and Chauffeuring Costs – Prohibited

The Board of Education shall not be responsible, nor bear the costs for limousine services or chauffeuring costs to and from the event or during the event.

Parking Costs

Reimbursement will be provided for the cost of all reasonable parking costs.

A receipt for parking payment is required for reimbursement.

- Ground Travel at the Event

Taxicabs

Necessary taxicab charges are permitted. However, travel to and from airports, downtown areas and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs may be used—receipt is requested for reimbursement.

Car Rentals – Prohibited; Exceptions

Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., are prohibited unless absolutely necessary for the conduct of school district business. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted and special rates. An example of the justified use of car rental is when an employee is out of state, making inspections at various locations, and the use of public transportation is impractical. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental.

4. Subsistence Allowance

- a. One Day Trips -- N.J.S.A. 18A:11-12(n)

One day trips are not eligible for subsistence (lodging, meals, incidentals) payment or reimbursement except for mileage; tolls and reasonable parking costs, exceptions are noted in NJ Circular 16-11 OMB and N.J.A.C. 6A:23A-7.11(a)

- b. Overnight Travel – **Within New Jersey** – Prohibited

In accordance with NJ Circular 16-11 OMB Section X-B and N.J.A.C. 6A:23A-7.11(b)

“No overnight travel is permitted within the State”.

- Exceptions to Overnight Travel In-State Rule

Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such travel is authorized or is a required component of a grant, donation or other funding agreement with the district. The specific required overnight in-state travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with number of employee(s), board member(s) and total cost. All reimbursements are subject to these rules unless the funding acceptance agreement specifies otherwise. Ref. N.J.A.C. 6A:23A-7.11(b)

4. Subsistence Allowance (continued)

- Exception – Commissioner’s Waiver

The Commissioner shall be authorized to grant waivers for overnight travel for school board members and school district employees to attend in-state conferences. Such waivers will be granted in only extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference’s content, structure and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

- Limitation – 50 Mile Commute

If a waiver of the prohibition on overnight travel is granted pursuant to this subsection, it shall permit reimbursement for travel expenses for only those individuals whose home to convention commute exceeds 50 miles.

- No Reimbursement – Prior to Check-in; After Check-out

Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event. Ref. N.J.A.C. 6A:23A-7.11(e)

c. Overnight Travel – Out of State

Limitations – 50 Mile Commute

Out-of-State travel events shall be limited to the fewest number of board members or affected employees needed to acquire and present the content offered to all board members or staff, as applicable, at the conclusion of the event. Lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles. Ref. N.J.A.C. 6A:23A-7.11(d)

d. Overnight Travel – In State/Out of State

Federal GSA Per Diem Rates – Lodging, Meals and Incidentals

The US General Services Administration publishes a schedule of federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest federal per diem rates schedule for lodging, and meals and incidental expenses by location can be found at www.gsa.gov.

Allowable per diem reimbursement for lodging, meals and incidentals shall be actual reasonable costs, not to exceed the federal per diem rates for the event location. Registration and conference fees are not subject to the federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be \$46 for meal/incidental expenses and \$77 for lodging, or amounts listed in any superseding NJOMB circular.

4. Subsistence Allowance (continued)

e. Lodging

Pursuant to N.J.S.A. 18A:11-12(o), reimbursement for lodging expenses for overnight travel, out-of-state or in-state as authorized by the Commissioner, may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of federal per diem rates.

Lodging Reservations (Hotel is Convention Site)

Hotel reservations may be made through the purchase order process only if the hotel is the site of the convention, conference, seminar or meeting. The reservations must be for the regular conference room rate. The district will not pay or reimburse for any room upgrades. Some hotels require prepayment. If this is the case then the **Request for Vendor Check** form shall be completed. The following items shall be attached to the purchase order:

1. Approved Request for Attendance at Conference Form;
2. Request for Vendor Check;
3. Approved Board Resolution; and
4. Executive County Superintendent Approval Letter (if applicable).

Please note: Hotels usually reserve a block of rooms for conference attendees at a special conference rate. Once that block has been sold out, the hotel will make rooms available at the regular hotel rate. If this is the case, the Board will only reimburse the employee or Board Member for the conference room rate. Any extra costs above the conference room rate shall be borne by the employee/Board Member.

Lodging Reservations (Hotel is NOT Convention Site)

Lodging expenses may not exceed the Federal maximum per diem rate for lodging in the designated city. All payments for lodging that is not the hotel site are to be borne by the attendee. The Board will only reimburse the maximum per diem rate.

All reservations for hotels that are not the convention site may not be made by the purchase order process; unless the costs do not exceed those listed in the federal per diem rates.

All reservations are to be made once the appropriate approvals have been received.

f. Meals and Incidental Expense (M & IE)

• One-Day Trips

One-day trips that do not involve overnight lodging are not eligible for any meal and incidental expense reimbursement (M & IE), except as noted in NJ Circular Letter 16-11 OMB.

4. Subsistence Allowance (continued)

- Overnight Travel – Per Diem Meal & Incidental Expense Rates

NJ Circular Letter 16-11 OMB notes with references to meal per diem rates will be the actual reasonable costs, however, not to exceed the federal per diem rates, as established in the Federal Register for the current year.

The federal per diem rates may be found on www.gsa.gov.

The meals and incidental expenses reimbursement rate (M & IE) range from \$46.00 to \$71.00 (on travel days, GSA rates are reduced to 75% of the meal and incidental allowance rate) per diem as follows:

<u>Ranges:</u>	• Breakfast	\$ 7.00 - \$12.00 per diem
	• Lunch	\$11.00 - \$18.00 per diem
	• Dinner	\$23.00 - \$36.00 per diem

These rates include:

- Taxes
- Tips; Gratuities

- GSA Meals/Incidental Expense Worksheet

Included with these rules and regulations is a GSA Meals/Incidental Expense Worksheet. This worksheet is to be used when visiting the Federal government website

www.gsa.gov

to find out the actual rate for M & IE for the location of the event.

The worksheet is to be attached to all purchase orders for reimbursement.

(See Appendix G)

Please note: If the employee/board member's destination is somewhere other than the locations listed in the Federal Rates then the maximum reimbursement is \$31.00 per diem for meals and incidentals.

- Meals; Receipts Not Required

All meal and incidental expenses for travel shall be in accordance with NJ Circular 16-11 OMB and the per diem rates as may be found at www.gsa.gov. One day trips that do not involve lodging are not eligible for subsistence reimbursement. Meal expenses under the Federal per diem rates do not require receipts. N.J.S.A. 18A:11:12(o)(3)

- Certification of Expenditures – Meals Reimbursement

All employees and board members seeking reimbursement for meals and incidentals shall sign the GSA Worksheet and certify that all expenditures were actual and reasonable and in compliance with the Travel Administrative rules of the Passaic Board of Education.

- Meals Included in Registration Fee

In accordance with N.J.S.A. 18A:11-12(o)(6) employees shall not request reimbursement for meals if meals are included in the conference registration fee.

4. Subsistence Allowance (continued)

If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted in order to obtain reimbursement in such situations. The amount of the federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.

The allowance for a meal or meals, or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging or transportation charge.

- Miscellaneous Restrictions

In any cases in which the total per diem reimbursement is greater than the federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or board member. In such cases receipts shall be submitted for all costs including meals.

Employees and board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.

Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his family, or another school district employee or to a member of the family of another school district employee. Ref. N.J.A.C. 6A:23A-7.11(f)

- Meal Allowances; Certain Situations

Meals for in-state travel shall not be eligible for reimbursement except as expressly authorized within these regulations.

Meals during one-day, out-of-state trips required for school business purposes may be authorized for breakfast, lunch and/or dinner in an amount permitted by NJOMB. The Commissioner shall post the most current rates on the Department website for reference.

Lunch for training sessions and retreats may be authorized for an amount up to \$7 per person only when it is necessary that employees or board members remain at a site other than their school district and there are no viable options for lunch at the off-site location. If lunch is included in a one-sum registration fee for the training session, the full amount is eligible for reimbursement if reasonable. Refreshments for breaks may also be provided at training sessions and retreats held at a site other than the school district. Therefore, providing lunch for staff meetings and in-service days or for staff that come from other parts of the school district shall not be permitted. (See N.J.A.C. 6A:23A-7.12(d)). Also, per N.J.S.A. 18A:11-12a(1)(d), board retreats shall be held onsite unless there is no school district site available.

Subsistence expenses for an employee or board member shall not be allowed at the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with the provisions of this section. Non-allowed expenses include, but are not limited to meals and refreshments for staff meetings and in-service days. Ref. N.J.A.C. 6A:23A-7.12

5. Travel Expenses; Expenditures

a. Allowable Expenses

All subsistence expenses – lodging; meals; incidentals; travel previously mentioned including:

- Telephone Calls – The Board will reimburse the cost of all business related telephone calls. (Receipt required.) No reverse telephone charges or third party charges.
- Internet Connection Service - The Board will reimburse daily internet connection service fees if the internet service is used for district business. (Receipt required.)
- Gratuities – The Board will reimburse all gratuities for valet parking, baggage service, maid service, etc., not to exceed the published current Incidental Expense amount listed in the GSA Domestic Per Diem Rate schedule.
- Other expenses that are defined as essential to transacting official business and have been pre-approved.

b. Expenses Not Allowed

The Board will not reimburse the following:

- ♦ Alcoholic Beverages – The Board will not reimburse for alcoholic beverages. If it is part of the food bill, the employee must so notify the Board by deleting the amount from the request for reimbursement.
- ♦ Charges for laundry; cleaning; valet services.
- ♦ Entertainment -- Any and all entertainment including hotel in-room movies, amusement, diversion and social activities and any costs directly associated with such costs/tickets to shows or sports events, meals, lodgings, rentals, transportation and gratuities.
- ♦ Food for Spouse; Relatives; Friends; etc. – The Board will not reimburse any food or beverage costs for spouses, relatives, friends, etc. Only costs incurred by the employee and in accordance with the GSA per diem rate will be considered.
- ♦ Gratuities in excess of the Federal Per Diem Rate.
- ♦ Hospitality Rooms.
- ♦ Souvenirs, memorabilia, promotional items or gifts.
- ♦ Other non-conference related expenses.

c. Other Travel Expenditures; Expenses Not Eligible for Reimbursement

- Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12;

5. Travel Expenses; Expenditures (Continued)

- Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedures set forth in N.J.A.C. 6A:23A-7.11;
- Travel by board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;
- Travel by spouses, civil union partners, domestic partners, immediate family members and other relatives;
- Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- Lunch or refreshments for training sessions and retreats held within the school district including in-service days and for employee participants traveling from other locations within the school district;
- Training to maintain a certification that is not required as a condition of employment (example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment).

d. Conference Related Expenses – Prior Approval Needed

While the Board appreciates that there are many books, materials, supplies, videos and other items available for purchase in preparation for the conference, at the conference itself, and at any post-conference events, the Board cannot be expected to reimburse employees/board members for any of these items purchased, unless so previously provided by the Superintendent or Designee and/or Board resolution. These items should be ordered upon return from the conference through the purchase order process.

Section D

Travel Reimbursement Procedures

D. Travel Reimbursement Procedures – Ref. N.J.A.C. 6A:23A-7.13 et. seq.

1. Memorandum of Expenditures

All persons authorized to travel must keep a memorandum of expenditures, noting each time the expense incurred, together with the date incurred.

2. Travel Reimbursement Voucher

The travel voucher shall be completed by the employee or board member to document the details of the travel event. The travel voucher must be signed by the employer or board member to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of approval officials for processing. **(See Appendix H)**

3. Documentation Required - Expenditures

a. Lodging - Copy of the hotel bill with all personal charges deducted from the bill. When lodging is shared jointly, the fact must be stated on the travel voucher. Credit card statements are not acceptable forms of documentation for lodging expenses.

b. Meals/Incidentals – Completed and signed GSA Meals/Incidentals Worksheet.

c. Transportation – Personal Vehicle

- Actual mileage traveled – dates of travel
- Insurance Identification Card
- Vehicle Registration
- Supporting Documentation – Miles Traveled
 - * Map Quest
 - * Google Maps
 - * Yahoo Maps
- Mileage Computation Worksheet

All persons are to deduct home to work (commute) miles from the total mileage traveled.

d. Tolls - Toll receipts or EZ Pass Documentation

e. Transportation -- Other

Actual receipts – no credit card statements (air, rail, bus).

Air Fare – Evidence of three (3) quotations

f. Ground Travel

Shuttle – Actual Receipt

Taxi – Receipt and Explanation of Use

g. Parking -- Receipt required except for parking meters.

h. Telephone/Internet Service

Telephone receipt showing business related numbers

Internet service – receipt required – hotel bill

4. Documentation Required – Other

a. Requisition

The requisition shall be duly signed by the appropriate administrator and the Assistant Superintendent/Chief of Operations/School Business Administrator.

b. Travel Request Form (Copy)

The Travel Request Form shall be completed and signed by the Superintendent or Superintendent's Designee noting prior approval dates. Copies of itinerary or agenda of conference shall be attached.

c. Board of Education Resolution (Copy).

d. Executive County Superintendent approval (if applicable)

e. Copy of Report

All persons authorized to travel shall prepare and submit a brief report explaining the travel event. A copy of the travel report shall be submitted with the requisition for reimbursement.

f. Envelope – Receipts

All original receipts with the date and time of expense incurred shall be placed in an envelope and attached to the Travel voucher.

Attachments to Requisition

All required documentation required shall be attached to the requisition requesting reimbursement.

Receipts

Actual and original receipts are required. Credit card statements shall not be accepted as documentation of expenses.

Reimbursement Payment

The School Business Administrator shall not approve or issue payment until all required documentation has been submitted and verified.

Deadline to Submit Reimbursement – June 30th

All outstanding travel vouchers for the school year ending June 30th shall be submitted as soon as possible after June 30th regardless of amount, notwithstanding.

N.J.A.C. 6A:23A-7.13(f)

Deadline to Submit Reimbursement – July 30th

Travel mileage reimbursement requests of the just completed school year, that are not submitted by July 30th or the date approved by the district for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid. Ref. N.J.A.C. 6A:23A-7.13(g)

Travel Reimbursement Checklist

A Travel Reimbursement Checklist has been provided to assist in the reimbursement process. **(See Appendix F)**

Section E

Miscellaneous Provisions

E. Miscellaneous Provisions

1. Advance Payment -- Prohibited

No employee or school board member shall receive any monies for travel in advance of the travel. The payment of travel expenses shall be made personally by a school district employee or board member and reimbursed at the conclusion of a travel event. This applies to travel-related purchases for which a purchase order is not applicable. This section does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel). Ref. N.J.S.A. 18A:11-12(j)

2. Exclusions from Travel Policy

In accordance with N.J.S.A. 18A:11-12(m) the Board of Education recognizes that travel procedures may be included in some employee contracts. Furthermore, there may be statutory requirements or federal regulatory requirements that may lead to an employee's or board member's travel. If any condition in a negotiated contract, in any administrative regulation or in any statute is in conflict with these regulations, the provisions of the contract, regulation or statute shall prevail.

3. Report Required

In accordance with N.J.S.A. 18A:11-12(d) every employee and board member is required to submit a brief report within at least thirty (30) days explaining the following:

- Primary purpose for the travel;
- Key issues addressed at the event; and the
- Relevance to improving instruction and/or the operation of the school district.

Board members are to provide the report at the Board meeting that follows the travel. Employees are to file the report with their immediate supervisor.

A copy of the travel report is to be submitted to the Business Office as an attachment to any purchase order for travel reimbursement.

4. Travel Charge Cards -- Prohibited

The use of travel charge cards are not authorized for use by school districts.

5. Travel – Paid by Employee

All travel, where part or the entire cost is paid by the employee, requires the approval of the Superintendent (or Designee) and the Board of Education, prior to the travel event.

6. One Day Trips

One day trips are only eligible for reimbursement for conference registration, mileage, tolls are meets and reasonable parking costs.

7. Employee/Parent Travel – Personal Business Days

Employees who travel as a parent to a conference designed for parents and/or parental involvement shall apply to be absent from work using personal business days.

E. Miscellaneous Provisions (continued)

8. Retreats – School District Employees with Board Members

Retreats are meetings with school district employees and school board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event. (N.J.S.A. 18A:11-12(a)(1)(d).

- Lunch or Refreshments – Onsite – Prohibited

Lunch or refreshments for retreats held within the school district are prohibited.
(N.J.A.C. 6A:23A7-8(a)(6))

- Lunch and Refreshments – Offsite – Permitted

Lunch and refreshments for training sessions may be authorized for an amount up to \$7.00 per person only when it is necessary that employees or board members remain at a site other than the school district and there are no viable options for lunch at the offsite location. (N.J.A.C. 6A:23-7.12(c)) (N.J.A.C. 6A:23A-7.12(c)(3))

Section F & G

Travel Violations & Sanctions for Travel Violations

F. Travel Violations—Monitoring/Compliance

All travel will be monitored to ensure compliance as follows:

Office of the Superintendent or Superintendent's Designee

The Office of the Superintendent, in conjunction with the Assistant Superintendent/Chief of Operations/School Business Administrator shall review all requests for travel to ensure compliance with the law, code, policy and administrative rules. Any employee who violates the law, code, policy or rules shall be subject to the penalties assigned in N.J.S.A. 18A:11-12(s).

Office of the School Business Administrator

The Office of the School Business Administrator shall review all requests for travel reimbursement to ensure compliance with the law, code, policy and administrative rules in accordance with N.J.A.C. 6A:23A-7.6(c).

Board of Education

If, on occasion, there is a Board of Education member who violates the school district's travel policy, law, or code, it shall be reported to the full Board of Education, who shall by board resolution, initiate sanctions outlined in N.J.A.C. 6A:23A-7.7(c) against said board members.

G. Sanctions for Violations of Travel Requirements

Maximum Travel Violations

Any board that violates its established maximum travel expenditure as set forth in N.J.A.C. 6A:23A-7.3 above, or that otherwise is not compliance with the travel limitations set forth in this section may be subject to sanctions by the commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and N.J.S.A. 18A:7F-60.

Travel Approval Violations; Approval Authority – Superintendent of Schools or Designee

A person who approves any travel request or reimbursement in violation of the district's policy or these rules shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12. In accordance with N.J.A.C. 6A:23A-7.7(b)(1) the approval authority for travel for the Passaic Public School District is the Superintendent of Schools. In case of absence of the Superintendent, the alternate approval authority to approve travel requests is the Assistant Superintendent/Chief of Operations/School Business Administrator. Ref. N.J.A.C. 6A:23A-7.4(a)(1)

They shall be subject to all penalties as outlined in this section.

Travel Reimbursement Approval Authority – School Business Administrator

The School Business Administrator is designated as the travel reimbursement approval authority. The SBA shall review and approve all requests for travel expenditure reimbursements pursuant to N.J.A.C. 6A:23A-7.6(c) and shall be subject to all penalties as outlined in N.J.A.C. 6A:23A-7.7(b).

G. Sanctions for Violations of Travel Requirements (continued)

Travel Violations - Employees

An employee or board member who violates the school district's travel policy or these rules shall be required to reimburse the school district in amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12.

Ref. N.J.S.A. 18A:11-12(s), N.J.A.C. 6A:23A-7.7(c)

Violations of Administrative Code – Loss of State Aid

Any district Board of Education that violates its established maximum travel expenditure or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the Commissioner including reduction of State aid in an amount equal to any excess expenditure. *Ref. N.J.S.A. 18A:11-12(r)*

Section H

Board of Education Member

Travel Provisions

H. Board of Education Members -- Travel Provisions – Approval Process

All Board of Education members are subject to the terms and conditions listed in the Board policy and N.J.S.A. 18A:11-12 et seq. and N.J.A.C. 6A:23A-7.1 et. seq., with the following specifically noted:

Approval of Travel – Prior Approval Needed – Ref. N.J.A.C. 6A:23A-7.4(b)

All travel for board members shall occur only upon prior approval by a majority of the full voting membership of the Board and the travel shall be in compliance with N.J.S.A. 18A:12-24 and N.J.S.A. 18A:12-24.1.

Pursuant to N.J.A.C. 6A:23A-5.9(c), written approval is needed from the Executive County Superintendent if:

- *An out of state travel event has a total cost that exceeds \$5,000 – regardless the number of attendees; or where*
- *Six (6) or more individuals from the district are to attend the same out of state travel event.*

Voting on Travel

Board members must recuse themselves from voting on travel where the board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might be expected to impair his objectivity or independence of judgment.

No board member shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the execution of his official duties. *Ref. N.J.S.A. 18A:18A:11-12(k)(l)*

The Board of Education is prohibited from approving any travel resolution after the travel has been completed.

ATTENDANCE AT CONFERENCE

APPENDIX

- A. Request Form – Attendance at Conference
- B. Checklist for Superintendent (or Designee) Review
- C. Request Form - Returned
- D. Sample – Board of Education Travel Resolution
- E. Travel Request Form – Executive County
Superintendent Approval
- F. Travel Reimbursement Checklist
- G. GSA Meals and Incidental Expenses Worksheet
- H. Travel Reimbursement Voucher
- I. Return of Purchase Order Reimbursement
of Travel Expenses
- J. GSA Website Documents – Per Diem Rates
- K. Travel Mileage Commute Deduction Worksheet

Attendance at Conference

Request Form Attendance at Conference

The attached sample Request Form for Attendance at Conference is to be completed, signed and submitted to the Superintendent's or Designee's Office.

The attached is a sample form.

Appendix A

**PASSAIC PUBLIC SCHOOLS
PASSAIC, NEW JERSEY**

**REQUEST FOR
ATTENDANCE AT CONFERENCE**

This form is to be submitted to the Office of the Superintendent or Designee at least six (6) weeks prior to conference date.

To:	Name of Principal or Administrator/Supervisor		
From:	Name of Employee (Please Print)	Location of Employment	Grade/Subject
I hereby request permission to attend:	Name of Convention, Conference, or Meeting		
Sponsored by:	Name of Sponsor Group	Street Address	City, State, Zip
To be held at:	Name of Conference Site	Street Address	City, State, Zip
On:	Dates of Conference – Please include days of week.		
A substitute will be necessary.			Yes No N/A

Estimated Costs (Indicate where Applicable)

Registration Fee	\$
Lodging (hotel) – Include Tax _____ nights @ \$ _____ per night	\$
Is the Conference on the same site as the Hotel? _____ Yes _____ No	
Meals / Incidentals - Allowable Rates	\$
Transportation (Mileage) -- Own Car _____ miles @ _____ Cents per mile	\$
Tolls (receipt required)	\$
Parking (receipt required)	\$
Other Transportation – Circle one Airfare Bus Taxi Train	\$
Miscellaneous Expenses (explain)	\$
TOTAL ESTIMATED COSTS	\$
Budget Account Number	

Annual Event -- If this conference, convention, workshop, etc. is an annual event and you attended event last year, complete the following: 6A:23A-7.5(b.9)

Date of last year's event: _____ Total Cost \$ _____ Not Applicable

Documentation/Justification – Separate Paper Attachment

Pursuant to N.J.A.C. 6A:23A-7.5, you shall provide a brief statement that includes the primary purpose of the travel and key issues that will be addressed at the event. *A copy of the travel event agenda, itinerary shall be attached to the request form.*

<i>Approvals</i>	Please circle		Initials	Date
Building Principal	Approved	Not Approved		
Administrator/Supervisor	Approved	Not Approved		
Director of Curriculum & Staff Development	Approved	Not Approved		
Superintendent or Designee	Approved	Not Approved		

Board Resolution required - Approved by Board of Education? _____ Yes _____ No Meeting Date: _____

Certification by Employee

I certify that the information provided in this document is accurate to the best of my knowledge. I have also read and understood the *Administrative Rules for Employee Travel* issued by the school district.

Employee Signature	Date
--------------------	------

White.....Superintendent's Office Yellow.....Business Office Pink.....Confirmation of Request



Attendance at Conference

Checklist for Superintendent or Designee Review

The attached Checklist for Superintendent or Designee Review has been prepared for the employee to use as a guide when submitting travel requests to the Superintendent of Schools or Designee.

Appendix B

Passaic Public Schools
Passaic, New Jersey 07055

**Request for
Attendance at Conference**

**CHECKLIST
for
Superintendent / Designee Review**

- 1. Request Form – Attendance at Conference – Completed with signatures
- 2. Attachment – Justification Statement
- 3. Attachment – Board Resolution
- 4. New Jersey Insurance Identification Card (if applicable)

All requests for travel are to be submitted to the

Office of the Superintendent or Designee

at least six (6) to eight (8) weeks before the scheduled travel event.

B

Attendance at Conference

Request Form Returned

The attached Request Form Returned checklist is a document that is used to determine if all documentation has been submitted for approvals.

Any employee receiving the checklist must make the appropriate adjustments before travel approval can be considered.

The document is also used when the permission to travel is denied.

Appendix C

PASSAIC BOARD OF EDUCATION
PASSAIC, NEW JERSEY 07055

MEMORANDUM

To: _____
From: Erlinda R. Arellano, School Business Administrator/Board Secretary/Purchasing Agent
Date: _____
Re: Return of Conference Request Form

ATTENDANCE AT CONFERENCE – Request Form -- Return

_____ **Approval Needed Prior to Travel** – Board of Education – Missed Deadline
The Attendance at Conference Request form was received after the Board agenda deadline.

_____ **Board Resolution:** _____ Missing
_____ Incomplete _____

_____ **Insurance Card** – New Jersey Insurance Identification Card (when applicable)

_____ **Justification Statement:** _____ Missing _____ Not Adequate – Please resubmit

_____ **Memo Needed ---** Explanation -- Attach memo to this request form further explaining
_____ Educational or operational need for travel.
_____ Direct relationship of travel to employee’s scope of responsibility.

_____ ***Overnight Travel in New Jersey – Prohibited Reimbursement***

_____ **Signatures Missing:** _____ Administrator/Supervisor _____ Employee

_____ **Other** _____

_____ **Approval Denied** -- It is the determination of this office that the Travel Event requested does not meet the criteria as noted in N.J.A.C. 6A:23A-7.2(c).

Erlinda R. Arellano CPA, PSA
School Business Administrator/Board Secretary/Purchasing Agent

C

Attendance at Conference

Sample Board of Education Travel Resolution

The attached Sample Board of Education Travel Resolution is to be completed by the Administrator or Supervisor of the employee requesting travel and submitted with the Travel Request Form.

The Superintendent's or Designee's Office will not prepare board resolutions for travel.

Appendix D

Sample Resolution – Travel

Date of Meeting

Approval of Staff to Attend (NAME OF EVENT)

Recommends that the Passaic Board of Education approves the following staff members to attend _____.

Name	Location	Dates
EMPLOYEE(S) NAME(S)	LOCATION NAME & ADDRESS	DATE(S) OF EVENT

Cost Not to Exceed: \$XX,XXX.XX

Account Number: XX-XXX-XXX-XXX-XX-XXXX

D

Attendance at Conference

Travel Request Form Executive County Superintendent Approval

This form is to be used only for Out of State travel that meets one of the following:

- Total cost of out of state travel exceeds \$5,000.00
- Six(6) or more individuals attend the same out of state travel event

The form is to be completed by the administrator or supervisor of the employee(s) and submitted to the Superintendent's or Designee's Office.

Appendix E

TRAVEL REQUEST
Out of State Conferences
Executive County Superintendent Approval Form
 N.J.A.C. 6A:23A-5.9(c)

To the Executive County Superintendent:

The below listed out of state travel event has a _____ Total Cost that exceeds \$5,000.00; or
 _____ Six (6) or more individuals attending the event

District: _____ Submission Date: _____

District Contact Person _____ Phone No. _____

Travel Event _____

Sponsored by _____

Location of Event _____ City _____ State _____

Date(s) of Event _____

Conference Attendees (Continue on back if necessary)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Funding Breakdown – Per Attendee

Registration: \$ _____	Meals: \$ _____	*Other Costs: \$ _____
Airfare: \$ _____	Parking: \$ _____	Total Requested: \$ _____
**Lodging: \$ _____	Taxi: \$ _____	

*Other Costs – (Provide explanation and breakdown) _____

Account Budgeted: _____ Total Amount in Budgeted Account \$ _____

**For lodging, indicate if the hotel is the site of the event/conference: _____ Yes _____ No

Purpose of Travel, Justification (Continue on back if necessary)

Provide the purpose; justification of travel _____

District Authorization: Prior to Submission to Executive County Superintendent

Approval:

Chief School Administrator or Designee _____
Signature *Date*

Approval Passaic Board of Education _____ (Meeting Date)

For DOE Use Only

Approval Granted: _____ Request Denied _____ No Action Taken _____

Costs Approved:

Registration: \$ _____	Meals: \$ _____	*Other Costs: \$ _____
Airfare: \$ _____	Parking: \$ _____	Total Requested: \$ _____
**Lodging: \$ _____	Taxi: \$ _____	

Signature: _____

Date: _____

Attendance at Conference

Travel Reimbursement Checklist

The attached Travel Reimbursement Checklist is to be used as a guideline for those individuals that are seeking to be reimbursed for any approved travel.

It is recommended to attach this checklist to the purchase order.

Appendix F

Passaic Public Schools
Business Office
Passaic, New Jersey 07055
Travel Reimbursement Checklist

The following items must be attached to all purchase orders for travel reimbursement. The School Business Administrator shall not approve or issue payment until all required documentation and information has been submitted and verified.

- _____ A. Purchase Order
The purchase order for reimbursement shall be duly signed by the appropriate administrator and the Superintendent or Designee.
- _____ B. Travel Request Form – Copy
The Travel Request Form shall be completed and signed noting prior approval dates. Attached must be a copy of the itinerary and/or agenda of the travel event.
- _____ C. Board of Education Resolution – Copy
- _____ D. Executive County Superintendent Approval document (if applicable)
- _____ E. Travel Voucher Form – Original
The Travel Voucher Form submitted shall document all expenses and be signed with original signatures of the employee **and Superintendent or Designee**. The School Business Administrator shall sign the document upon review of all expenditures.
- _____ F. GSA Meals/Incidental Worksheet -- Certified
- _____ G. Envelope -- Receipts
All original receipts with date and time of expense incurred shall be placed in an envelope and attached to the Travel Voucher.
- _____ H. Copy of Report
All persons authorized to travel shall prepare and submit a brief report explaining the travel event. A copy of the travel report shall be submitted with the purchase order for reimbursement.
- _____ I. Personal Vehicle Documentation (If applicable)
Copy of the Vehicle Registration
Copy of the Insurance Identification Card
- _____ J. Travel Mileage Commute Worksheet with documentation (If applicable)
 - Mapquest
 - Google Maps
 - Yahoo Maps

F

Attendance at Conference

GSA Meals and Incidental Expenses Worksheet

The attached GSA Meals and Incidental Expenses Worksheet is to be completed and submitted with the purchase order for reimbursement of all meals and incidental expenses for the travel event.

The expenses to be reimbursed cannot exceed the Federal Per Diem Rates for the travel location as noted in www.gsa.gov.

Appendix G

Fiscal Year 2017

(October 1, 2016 through September 30, 2017)

GSA Meals and Incidental Expense (M&IE) Breakdown Overnight Travel -- Worksheet

Name of Employee _____

Destination: _____

Date(s) of Event: _____

A. Date: _____

<u>Meal/Expense</u>	<u>Allowance</u>	<u>Expenditure</u>	<u>Reimbursement</u>
Breakfast:	_____	_____	_____
Lunch:	_____	_____	_____
Dinner:	_____	_____	_____
Incidental:	_____	_____	_____
(A) *Total:	_____		Total \$ _____

B. Date: _____

<u>Meal/Expense</u>	<u>Allowance</u>	<u>Expenditure</u>	<u>Reimbursement</u>
Breakfast:	_____	_____	_____
Lunch:	_____	_____	_____
Dinner:	_____	_____	_____
Incidental:	_____	_____	_____
(B) *Total:	_____		Total \$ _____

C. Date: _____

<u>Meal/Expense</u>	<u>Allowance</u>	<u>Expenditure</u>	<u>Reimbursement</u>
Breakfast:	_____	_____	_____
Lunch:	_____	_____	_____
Dinner:	_____	_____	_____
Incidental:	_____	_____	_____
(C) *Total:	_____		Total \$ _____

Travel Days -- 75% Rate

Please Note: The GSA Meals and Incidental Expense Rates are for actual days spent at the travel event. On days traveling to the event (first day) and traveling from the event (last day), employees are to use a 75% rate of the M & IE Rates.

Certification

I understand that pursuant to N.J.S.A. 18A:11-12(l-o), meal expenses under the Federal per diem allowance rules do not require I certify that all expenditures for meals are "actual and reasonable" and are in compliance with the travel administrative rules of the Passaic Public School District.

Signature

Date

Example: Total M & IE Per diem Rate \$66.00*(A)

Date: May, 20XX

<u>Meal/Expense</u>	<u>Allowance</u>	<u>Expenditure</u>	<u>Reimbursement</u>
Breakfast:	\$11.00	\$12.00	\$11.00
Lunch:	\$16.00	\$0.00	\$0.00
Dinner:	\$34.00	\$38.00	\$34.00
Incidental:	\$5.00	\$3.00	\$3.00
(A) Total:	\$66.00		*Total \$48.00

*Total Amount to be reimbursed

Attendance at Conference

Travel Reimbursement Voucher

The attached Travel Reimbursement Voucher is to be completed and attached to the purchase order for reimbursement of travel expenses.

The Superintendent's or Designee's signature is required prior to submission to the Business Office.

The School Business Administrator will sign upon verification of receipts and documents.

Appendix H

Passaic Public Schools
Passaic, New Jersey 07055
Travel Reimbursement Voucher
N.J.A.C. 6A:23A- 7.13(b)

Travel Event:

Name of Travel Event: _____
Destination: _____
Dates of Travel: _____
Name of Employee _____

Approval Dates:

Superintendent of Schools or Designee _____
Board of Education _____
Executive County Superintendent _____ (If Applicable)

Expenditures; Reimbursable:

Lodging: _____ nights @ \$ _____ per night \$ _____
Meals/Incidentals (As per GSA Worksheet) \$ _____
Transportation --Personal Vehicle: _____ miles @ **\$.31** cents per mile \$ _____
Tolls \$ _____
Transportation -- Other (Check one)
_____ Air Travel _____ Rail Travel _____ Bus Travel \$ _____
Ground Travel at Event: _____ Shuttle _____ Taxi \$ _____
Parking \$ _____
Telephone / Internet Connection \$ _____

TOTAL REIMBURSEMENT \$ _____

Expenditure Log - Date & Required

In accordance with N.J.A.C. 6A:23A-7.13(a), all persons authorized to travel must note the date and time each expense is incurred. All receipts must have a date and time.

Receipts -- Attached to Voucher -- Envelope

All persons authorized to travel shall provide actual original receipts of expenditures (whenever possible) except for meals. Each receipt must have a date and time of when the expense was incurred. Credit card statements shall not be accepted.

Employee Certification

I hereby certify that all expenses noted represent "actual and reasonable" expenditures incurred by me at the approved travel event.

Employee

Date

Approval Authority

Superintendent (or Designee)

School Business Administrator

Attendance at Conference

Return of Purchase Order Reimbursement of Travel Expenses

The attached Return of Purchase Order form is used by the Business Office to inform the person who submitted a purchase order for travel reimbursement that there were some deficiencies in the paperwork.

The employee has to make all adjustments as noted on the form before any reimbursement can be considered.

Appendix I

MEMORANDUM
ATTENDANCE AT CONFERENCE

TO: _____
FROM: Erlinda R. Arellano, Business Administrator, Board Secretary, Purchasing Agent
DATE: _____
RE: ***Return of Requisition(s) – Reimbursement of Travel Expenses –
Items Not Submitted***

_____ Approval Documentation

_____ Travel Request Form
_____ Board Resolution
_____ Executive County Superintendent

_____ Lodging

_____ Receipts/Hotel Bill – Proof of Payment

_____ Meals/Incidentals

_____ GSA Meals / Incidental Expenses Worksheet

_____ Transportation – Personal Vehicle

_____ Actual Miles Traveled/Dates of Travel – Attach one of the following

- Map Quest
- Google Maps
- Yahoo Maps

_____ Mileage Rate – Incorrect Rate _____ per mile

_____ Mileage Commute Deduction Worksheet

_____ Insurance Identification Card

_____ Vehicle Registration

_____ Parking Receipts

_____ Transportation – Other

_____ Actual Original Receipts – No credit card statements

_____ Ground Travel

_____ Shuttle / Taxi - Receipts

_____ Travel Voucher Form

_____ Signatures Missing

_____ Form Not Attached

_____ Travel Report – Not Attached

_____ Other _____

Please submit all items with the form attached to the Business Office.

GSA Website

www.gsa.gov/perdiem

Appendix J

PER DIEM RATES

> Overview

- FY 2017 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Per Diem Boundaries
- Fire Safe Hotels
- Per Diem Look-up
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

Per Diem Rates

i FY2017 Per Diem Rates Now Available

Please note! The FY2017 rates are NOT the default rates until October 1, 2016.

You must follow these instructions to view FY2017 rates. Select FY2017 from the drop-down box in the "Search by City, State or ZIP" box, then select the state you need, then click the Find Rates button. Or, in the "Search By State" map, select FY2017, then **click directly on the state in the map** where you wish to view a rate.

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: **FY2017 (Effective 10/1/16)** ▼

Select a State ▼

City (optional)

OR

ZIP

Find Rates

QUESTIONS

For all travel policy questions, email travelpolicy@gsa.gov.



TAX QUESTIONS?

Have a question about per diem and your taxes? Please contact the Internal Revenue Service at 800-829-1040 or visit www.irs.gov. GSA cannot answer tax-related questions or provide tax advice.



STATE TAX EXEMPT FORMS

Need a state tax exemption form? Per OMB Circular A-123, federal travelers "...must provide a tax exemption certificate to lodging vendors, when applicable, to exclude state and local taxes from their hotel bills." GSA's SmartPay team maintains the most

Search by State

For Fiscal Year: **FY2017 (Effective 10/1/16)** ▼



The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates). Visit DoD site >

The State Department sets Foreign Rates. Visit the State Dept Site >

QUESTIONS: For all travel policy questions, e-mail travelpolicy@gsa.gov

The shortcut for this page is www.gsa.gov/perdiem.

FY 2017 Per Diem Rates for New Jersey

(October 2016 - September 2017)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

You searched for: **New Jersey**

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)	
		2016			2017										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$51
Atlantic City / Ocean City / Cape May	Atlantic / Cape May	\$99	\$99	\$99	\$91	\$91	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$64
Cherry Hill / Moorestown	Camden / Burlington	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$59	
Eatontown / Freehold	Monmouth	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$59	
Edison / Piscataway	Middlesex	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$108	\$59	
Flemington	Hunterdon	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$119	\$64	
Newark	Essex / Bergen / Hudson / Passaic	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$64	
Parsippany	Morris	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$59	
Princeton / Trenton	Mercer	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$59	
Somerset	Somerset	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$59	
Springfield / Cranford / New Providence	Union	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$118	\$59	
Toms River	Ocean	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$103	\$103	\$103	\$103	\$64	

Print Results

New Search

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

PER DIEM RATES

Overview

FY 2017 Per Diem Highlights

Per Diem Mobile App

FAQ

Per Diem Contacts

> M&IE Breakdown

Factors Influencing Lodging Rates

Per Diem Boundaries

Fire Safe Hotels

Per Diem Look-up

Per Diem Files (Archived)

Per Diem Mobile Blackberry File
Download

Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

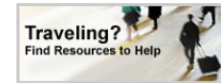
Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

The shortcut to this page is www.gsa.gov/mie.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.



RELATED GSA TOPICS

- [FedRooms®](#)
- [Travel E-mail Notification](#)
- [POV Mileage Reimbursement Rates](#)

GOVERNMENT LINKS

- [Fire Safety Information](#)

Travel

Mileage Commute Deduction Worksheet

Appendix K

Travel Mileage Commute Deduction Worksheet

All school districts must adhere to state law, state code and NJ Department of Treasury Circulars as it pertains to travel. The NJ Department of Treasury issued on March 1, 2016, NJ Circular 16-11 OMB – Travel Regulations. Of particular attention is Section H—Travel by Personal Vehicle (Mileage Basis)

Deduct Home to Work Commute Mileage

The State of NJ has mandated through NJ Circular 16-11 OMB Section H-4 that all commutation expense must be deducted when calculating mileage allowance.

This worksheet is provided to school employees who plan to travel.

Worksheet

Home Address to Travel Destination Address _____miles

Home Address to Passaic, NJ Deduct _____miles

One Way Mileage Total _____miles

You would then double the mileage traveled for round trips and enter that mileage on all forms for approval and reimbursement.

For Example:

123 Hamburg Turnpike, Wayne, NJ to _____ 75 miles
329 State Street, Trenton, NJ

123 Hamburg Turnpike, Wayne, NJ to _____ Deduct 10 miles
101 Passaic Avenue, Passaic, NJ

One Way Mileage Total 65 miles

Please maintain this worksheet on file with your travel folder and make available for any auditor review.

Documentation, Supporting

All employees are to submit with this form a copy of the actual route traveled, via a copy from one of the following websites:

- Map Quest
- Google Maps
- Yahoo Maps

Name of Employee/Board Member

Travel Date(s)

Travel Destination

K