

**Monitored**

  **X**   **Mandated**

  **X**   **Other Reasons**

**Bylaw**

---

EXPENSES – NON-ABBOTTS

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 the board member’s current responsibilities.

All board members and employees shall adhere to the following specifications 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 (found at <http://www.state.nj.us/infobank/circular/cir0602b.htm>), 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 (found at [http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.html](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html)). 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. Shall provide, when requested by the Chief School Administrator, 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 Chief School Administrator.

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 in excess of \$250.00 without prior written approval of the chief school administrator/designee, and prior approval by a majority of the full voting membership of the board.

## EXPENSES — NON-ABBOTTS (Continued)

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 chief school administrator shall develop regulations to implement this policy.

### **Legal References:**

N.J.A.C. 6A:23B-1.1 et. seq. requires that the district board of education or charter school board of trustees adopt a policy that monitors and restricts reimbursement of travel and related expenses. The policy allows board members or charter school trustees, and employees to be reimbursed for travel and related expenses that are within the scope of current work responsibilities, promote the delivery of instruction or further the efficient operation of the school district, and are fiscally prudent. Reimbursement is limited to the guidelines established by the Department of Treasury in the NJOMB circular letter 06-02 (found at <http://www.state.nj.us/infobank/circular/cir0602b.htm>) and OMB circular A-87 (found at [http://www.whitehouse.gov/omb/circular/a087/a87\\_2004.html](http://www.whitehouse.gov/omb/circular/a087/a87_2004.html)). Expenses expected to exceed the guidelines may be approved by the board under conditions authorized by administrative code.

## EXPENSES – NON-ABBOTTS

Legal References (continued)

Any violation of these expenditures as set forth in the above policy may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-2.3 and 24., including reduction of state aid in an amount equal to any excess expenditure, pursuant to P.L. 2005, c. 132.

<u>N.J.S.A.</u> 18A:2-1	Power to effectuate action
<u>N.J.S.A.</u> 18A:4-23	Supervision of schools; enforcement of rules and
24	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	School Ethics Act and
24.1	Code of Ethics
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:10A-8.3	Travel and Related Expense Reimbursement (Abbott Districts)
<u>N.J.A.C.</u> 6A:23B-1.1	<u>et. seq.</u> Travel and Related Expense Reimbursement (Non-Abbott Districts)

P.L. 2005, c.132 Appropriations Act

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

<b><u>Cross References:</u></b>	3571	Financial reports
	9200	Orientation and training of board members
	9270	Conflict of interest

### **Key Words:**

Reimbursement of Board Members, Board Member Reimbursement, Board Member Expenses, Employee Reimbursement, Employee Expenses

**DATE:** First Reading – January 31, 2006  
Second Reading and Final Adoption – February 28, 2006

**Return to Section Index**

**Return to Main Index**