

*File  
Thompson*

November 25, 1958

Honorable Edward J. Patten  
Secretary of State  
State House  
Trenton, New Jersey

Dear Secretary Patten:

Enclosed herewith for filing is the following regulation of the  
Bureau of Assistance, Division of Welfare, of this Department.

RULING NO. 21 - Supplement No. 2

Matching of Administrative Expenditures

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

LWMcC:4

Lloyd W. McCorkle  
Acting Commissioner

CC - Brendan T. Byrne, Secretary to the Governor ✓  
Elmer V. Andrews, Director, Division of Welfare  
Mrs. Elizabeth Feehan, Secretary, State Board of Control

CHIEF EXECUTIVE  
OFFICE OF  
DEC 3 3 18 PM '58  
STATE OF NEW JERSEY  
RECEIVED

*Handwritten signature*

November 22, 1958

Honorable Edward J. Patten  
Secretary of State  
State House  
Trenton, New Jersey

Dear Secretary Patten:

Enclosed herewith for filing is the following regulation of the  
Bureau of Assistance, Division of Welfare, of this Department.

BULING NO. 21 - Supplement No. 2

Matching of Administrative Expenditures

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Lloyd W. McCorkle  
Acting Commissioner

IMMEDIATE

CC - Brendan T. Byrne, Secretary to the Governor  
Elmer V. Andrews, Director, Division of Welfare  
Mrs. Elizabeth Peckham, Secretary, State Board of Control

RECEIVED  
STATE OF NEW JERSEY  
DEC 3 3 18 PM '58  
CHIEF EXECUTIVE  
OFFICE OF

State of New Jersey  
Department of Institutions and Agencies  
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # RULING NO. 21  
Supplement No. 2

ISSUED: \_\_\_\_\_  
(Date)

REV.: 12/1/58  
(Date)

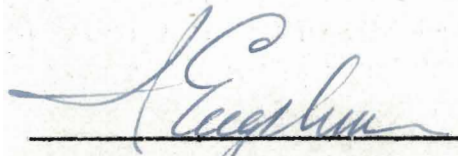
TITLE: Matching of Administrative Expenditures

SUBJECT: \_\_\_\_\_

STATUTORY REFERENCE: R.S. 44:7-27

RULING NO. 21, Supplement No. 2 - Revised 12/1/58

Please cancel Ruling No. 21, Supplement No. 2 dated April 29, 1949

  
\_\_\_\_\_, Chief  
Bureau of Assistance

Approved:

By: \_\_\_\_\_



**State of New Jersey**  
**DEPARTMENT OF INSTITUTIONS AND AGENCIES**  
TRENTON 8

BUREAU OF ASSISTANCE  
148 WEST STATE STREET

December 1, 1958

TO: COUNTY WELFARE BOARDS

RE: Revision of Supplement No. 2 to Ruling No. 21",  
Matchability of Expenditures for Travel and Subsistence

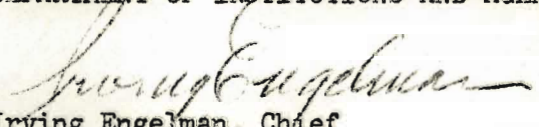
Attached is one copy of the above revised regulation which increases the authorized expenditures for transportation, meals and lodging for members and staffs of county welfare boards. Additional copies for distribution to staff are being forwarded under separate cover.

All expenditures incurred after December 1, 1958, will be eligible for administrative matching in the increased amounts.

Please see that all copies of the previous Supplement No. 1, dated April 29, 1949, are destroyed and the revised regulation inserted.

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

  
Irving Engelman, Chief  
Bureau of Assistance

IE/MCRd

Approved  
Elmer V. Andrews, Director  
Division of Welfare

SUPPLEMENT NO. 2 TO RULING NO. 21

MATCHABILITY OF EXPENDITURES FOR TRAVEL AND SUBSISTENCE

1. Employees of county welfare boards, and members of such boards, are entitled to compensation by way of reimbursement for actual costs of travel and subsistence incurred in the performance of their official duties. The exercise of discretion in allowing such compensation, and the establishment of limitations and procedures governing such allowances, are fundamentally the responsibility of the county welfare board.
2. Expenditures for travel and subsistence compensation, to or on behalf of employees and board members, will be approved for administrative matching, if the amounts and purposes of such expenditures and the procedures by which they are authorized and disbursed, are in conformity with the regulations of this Supplement, and if they are otherwise in conformity with the requirements of Ruling #12.
3. Expenditures for travel and subsistence compensation, to or on behalf of employees and board members, which are validly authorized and disbursed by the county welfare board but which are, as to amount, purpose, or procedure of authorization and disbursement, not in conformity with the regulations of this Supplement, shall be charged and accounted for as non-matchable administrative expenditures.

4. Allowances

a. Allowances for Private Automobile

- 1) Allowances to board and staff members for necessary travel on official business in a privately-owned automobile operated by the person making the claim shall be at a mileage rate, to be established by the county welfare board, not exceeding 10¢ per mile, or on the basis of any alternative formula which is related objectively to the actual or approximate travel performed by the claimant.
- 2) If a mileage rate is established, it shall apply equally to board members and staff members. Compensation based on a mileage rate may be further limited, at the discretion of the county welfare board, by a monthly or quarterly ceiling, but uniform compensation at a flat rate per month, per quarter, or in the case of board members per meeting, will not be matchable.

b. Allowances for Meals

- 1) Allowances to board and staff members for meals purchased by them while on authorized travel outside the county shall be based on actual cost, but not in excess of \$10.00 per diem.

2) Allowances to staff members for "supper money," while on duty within the county, shall be made only when duties require work of an overtime nature extending the actual hours worked in such day to 9 or more.

3) Direct expenditures by the welfare board to pay for the serving of meals at luncheon or dinner meetings of the board, staff, or committees thereof which are held for the actual conduct of business related to the administration of assistance, will be matchable; and allowances to board and staff members to compensate for meals individually paid for by them at such meetings will be matchable; but expenditures or allowances for dinners or functions arranged by the county welfare board, but not involving the actual conduct of business related to the administration of assistance, will not be matchable.

c. Allowances for Lodging

1) Allowances to board and staff members for lodging shall be made only when the claimant is on authorized overnight travel outside the county, which travel, except in the case of unforeseen emergencies, shall have been authorized in advance by the county welfare board and so recorded in its official minutes. Emergency authorization shall be given by the director of welfare.

2) Allowances for lodging shall be based on actual cost, as established by receipted bills to be attached to the claim voucher but not in excess of \$8.00 per diem.

d. Allowances for Transportation

1) Allowances to board and staff members for transportation shall be based on actual cost. Transportation as used in this section refers to all necessary official travel on railroads, airlines, boats, street cars, busses, taxicabs, and other usual means of conveyance, other than transportation in a private automobile as referred to in 4, a.

2) Allowances for transportation under this section, if related to travel outside the State, shall be made only when such travel outside the State, except in the case of unforeseen emergencies, shall have been authorized in advance by the county welfare board and so recorded in its official minutes. Emergency authorization shall be given by the director of welfare.

e. Allowances for Incidental Expenses

1) Allowances to board and staff members for other expenses incidental to travel, or incidental to conduct of official business outside the office, such as registration fees, baggage charges, garage expense, highway tolls, essential telephone and telegraph charges, etc., shall be based on actual cost, subject however to the limitation that only those expenses shall be recognized which are usual and essential to the ordinary comforts of a traveler, or reasonably necessary to the conduct of official business.

2) Allowances for incidental expenses shall be supported by an itemized identification by the claimant.

## f. Conventions, Conferences, etc.

1) Allowances for travel and subsistence in connection with attendance at conferences, conventions, committee meetings, training institutes, etc., may be made only if the time required for such attendance is permissible under section 4,(f) (3) or 4,(f) (4) of Supplement #1 of this Ruling

2) If attendance at conferences, conventions, etc., involves time and expense extending over more than one calendar day, such attendance, except in the case of unforeseen emergencies shall have been authorized in advance by the county welfare board and so recorded in its official minutes. Emergency authorization shall be given by the director of welfare.

5. Vouchers

a. All claims by board and staff members for the reimbursement of travel and subsistence expenses shall be submitted on the regular form of administrative expense voucher established by the county welfare board concerned, but such voucher shall be itemized.

b. Travel and subsistence expense vouchers shall be supported by attaching thereto all receipts, bills, or other evidences of specific items of expenditure, which it is practicable under the circumstances for the claimant to obtain.

DEPARTMENT OF INSTITUTIONS AND AGENCIES



Irving Engelman, Chief  
Bureau of Assistance

IE/MCRd

Approved  
Elmer V. Andrews, Director  
Division of Welfare

Ruling Series  
Supplement No. 2 to Ruling #21

Insert in Handbook under section  
"Rulings and Bulletins."

Destroy Supplement No. 2 issued 4/29/49