

ACTS

OF THE

One Hundred and Eighty-fifth Legislature

OF THE

STATE OF NEW JERSEY

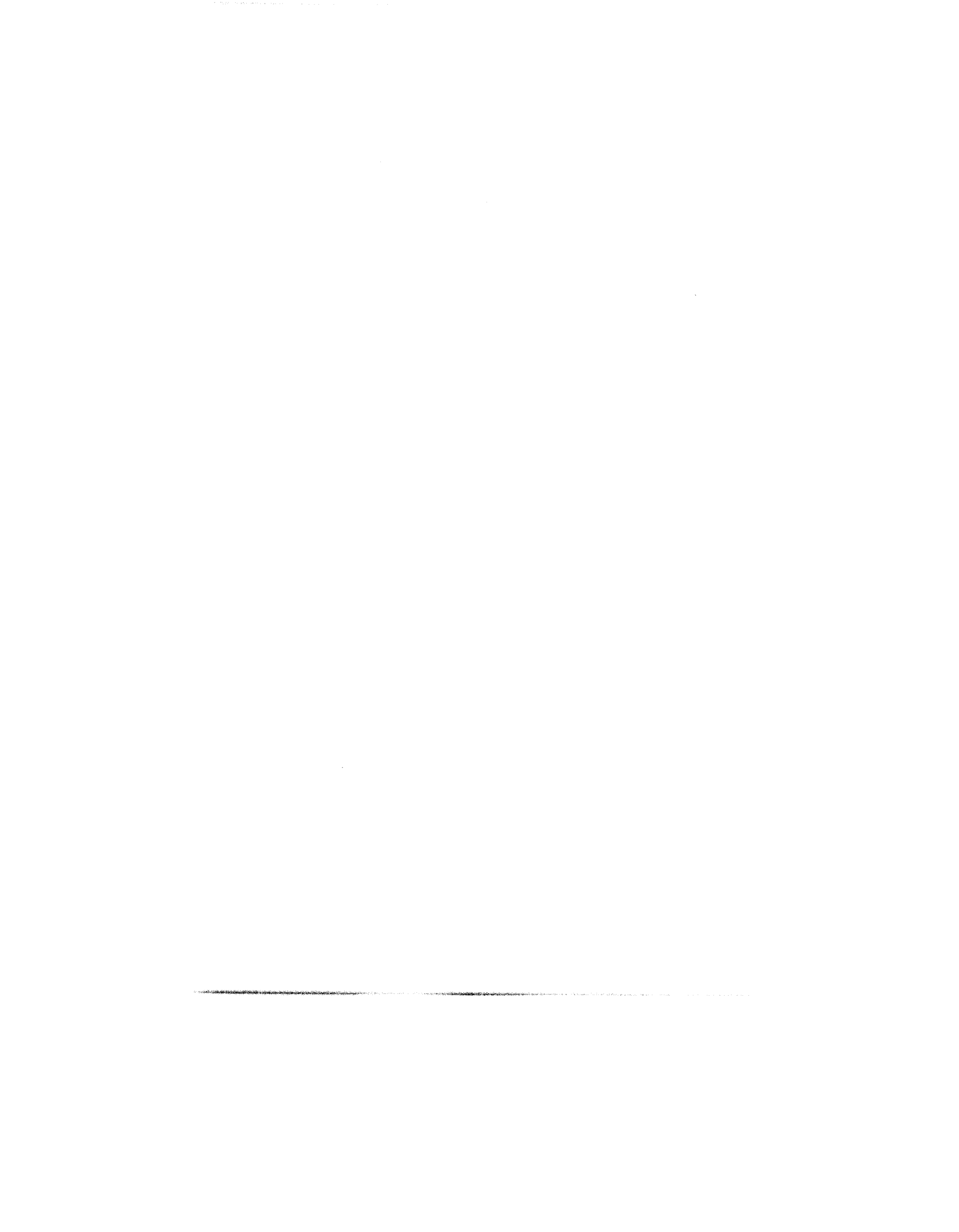
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EXECUTIVE ORDERS

(953)



Executive Orders

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 18

I, ROBERT B. MEYNER, Governor, order and direct that beginning Monday, June 16, and continuing until Friday, September 5, all State offices shall close one half hour earlier than the regular closing hour and that whenever weather conditions are such that the continuing of work of State employees presents problems of great discomfort any State office may be closed at any time after 2:00 P. M., subject, in Trenton, to notice from Commissioner Carl Holderman of the Department of Labor and Industry and, in Newark, to notice from Commissioner Edward J. Hart, President of the Board of Public Utility Commissioners, and subject to the exigencies of departmental work.

[SEAL] Given under my hand and seal this twenty-seventh day of May, in the year of Our Lord one thousand nine hundred and fifty-eight, and in the Independence of the United States, the one hundred and eighty-second.

ROBERT B. MEYNER,
Governor.

Attest:

BRENDAN T. BYRNE,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 19

It appearing that John J. Yencik has resigned as Director of the Division of Employment Security in the Department of Labor and Industry, and that it is necessary to provide for the continuous operation of said Division pending the nomination and appointment of a successor; It is, therefore, on this 1st day of July, 1958,

ORDERED that pending such nomination and appointment, Frank T. Judge, Deputy Director of the Division of Employment Security, be, and he is herewith designated as Acting Director of the Division of Employment Security.

ROBERT B. MEYNER,
Governor.

July 1, 1958.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 20

WHEREAS, Executive Order No. 31, dated November 30, 1951, as amended by Executive Order No. 11, dated April 11, 1955, and by Executive Order No. 14, dated February 20, 1956, among other things provided for the establishment of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety; and

WHEREAS, Said Council by resolution unanimously approved at its regular meeting of June 18, 1958 requested that its membership be enlarged

by the addition, to said Council, of the chairmen of the respective committees on Highways, Transportation and Public Utilities of the Senate and General Assembly; and

WHEREAS, It is in the public interest that said Council be so constituted as to be able to discharge its duties and functions to the greatest extent possible,

NOW, THEREFORE, I, ROBERT B. MEYNER, GOVERNOR of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the statutes of this State, do hereby order and direct:

1. That the present membership of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety, now provided for in the Executive Orders aforesaid, be enlarged by the addition thereto of the persons serving or who shall serve, for the time being, as the chairmen of the respective committees on Highways, Transportation and Public Utilities of the Senate and General Assembly of the State of New Jersey.

[SEAL] Given under my hand and seal this 17th day of July, in the year of Our Lord one thousand nine hundred and fifty-eight, and of the Independence of the United States, the one hundred and eighty-third.

ROBERT B. MEYNER,
Governor.

Attest:

BRENDAN T. BYRNE,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 21

WHEREAS, Executive Order No. 31, dated November 31, 1951, as amended by Executive Order No. 11, dated April 11, 1955, and by Executive Order No. 14, dated February 21, 1956, among other things provided for the establishment of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety; and

WHEREAS, Said Council by resolution unanimously approved at its regular meeting of October 29, 1958, requested that its membership be enlarged by the addition, to said Council, of a representative of the Patrolmen's Benevolent Association; and

WHEREAS, It is in the public interest that said Council be so constituted as to be able to discharge its duties and functions to the greatest extent possible,

NOW, THEREFORE, I, ROBERT B. MEYNER, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the statutes of this State, do hereby order and direct:

1. That the present membership of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety, now provided for in the Executive Orders aforesaid, be enlarged by the addition thereto of a representative of the Patrolmen's Benevolent Association.

[SEAL] Given under my hand and seal this seventh day of November, in the year of Our Lord one thousand nine hundred and fifty-eight, and of the Independence

of the United States, the one hundred
and eighty-third.

ROBERT B. MEYNER,
Governor.

Attest:

BRENDAN T. BYRNE,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 22

It appearing that Carl Holderman has died leaving vacant the office of Commissioner for the Department of Labor and Industry, and that it is necessary to provide for the continuous operation of said department pending the nomination of an appointment of a successor: It is, therefore, on this 20th day of May, 1959, ordered that pending such nomination and appointment, George S. Pfau, Deputy Commissioner of the Department of Labor and Industry, be, and he is herewith designated as Acting Commissioner of the Department of Labor and Industry.

ROBERT B. MEYNER,
Governor.

May 20, 1959.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 23

I, ROBERT B. MEYNER, Governor, order and direct that beginning Monday, June 15, and continuing until Friday, September 4, all State offices shall close one half hour earlier than the regular closing hour.

[SEAL] Given under my hand and seal this twenty-fifth day of May, in the year of Our Lord one thousand nine hundred and fifty-nine, and in the Independence of the United States, the one hundred and eighty-third.

ROBERT B. MEYNER,
Governor.

Attest:

DOROTHY G. SMITH,
Acting Secretary to the Governor.

May 25, 1959.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 24

WHEREAS, The travel regulations promulgated by the Governor on July 1, 1950, with amendments thereto, have been in effect with little or no change, and

WHEREAS, Circumstances have necessitated certain changes in the methods for handling the travel procedures of the State, and

WHEREAS, In the interest of proper and efficient operation, it is necessary that the regulations be rewritten and revised,

NOW, THEREFORE, I, ROBERT B. MEYNER, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by statutes of this State, do hereby order and direct that the travel regulations promulgated July 1, 1950, and amendments thereto be rescinded as to all transactions occurring on and after July 1, 1959 and that the regulations attached hereto and made a part hereof shall be the official standard State travel regulations and that all requests for expenditures thereunder be made in accordance therewith; that these regulations shall become effective July 1, 1959; and that the Director of the Division of Budget and Accounting in the Department of the Treasury is charged with the enforcement thereof.

[SEAL] Given under my hand and seal this 18th day of June, in the year of Our Lord one thousand nine hundred and fifty-nine, and of the Independence of the United States, the one hundred and eighty-third.

ROBERT B. MEYNER,

Governor.

Attest:

DOROTHY G. SMITH,

Acting Secretary to the Governor.

STATE OF NEW JERSEY

STANDARD STATE TRAVEL REGULATIONS

(Effective July 1, 1959, superseding all previous travel regulations)

The following regulations effective July 1, 1959 are issued for the guidance of officials and employees of the several departments, institutions and agencies of the State who are traveling on official business for the State and who expect to be reimbursed for charges incurred in such travel. These regulations supersede the amended regulations promulgated on July 1, 1950. All questions arising in connection with these regulations are to be addressed to the Director of the Division of Budget and Accounting, Room 241, State House, Trenton, New Jersey.

I. GENERAL

- 1.1 Officers and employees traveling on official business are expected to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Since excessive and unnecessary travel and other expenses will not be approved or reimbursed, officers and employees are cautioned to plan their travel routes so that the minimum amount of travel will be involved with the maximum amount of inspections, field service and other activities involved. Expenditures for official travel will be considered as reimbursable if they are incurred in accordance with the standards set forth herein. These regulations are intended to cover most travel requirements which may arise in the normal operation of the State Government. However, situations may arise requiring extraordinary handling not specifi-

cally covered by these regulations. Under those circumstances, the approval of the Director of the Division of Budget and Accounting and the Governor will be necessary before any deviations from these rules are made.

Department administrators are under obligation to see that these regulations are properly carried out. It is anticipated that from time to time, interpretations may be necessary concerning particular regulations. Such inquiries should be addressed to the Director of the Division of Budget and Accounting.

Each department may prepare a set of departmental travel regulations as they pertain to the peculiar circumstances of each department, incorporating the regulations contained herein, and including such additional regulations as may be required to meet the needs of the department. There shall be no conflict between these official regulations and those promulgated by the department. Departmental regulations shall be submitted for approval by the Director of the Division of Budget and Accounting and then filed with him and the Secretary of State.

- 1.2 Funds for traveling expenses. Under normal conditions, employees traveling on official business will provide themselves with sufficient funds of their own for all current expenses. Except where a statute expressly permits it, advanced funds are not to be provided from petty cash or other special funds. However, where employees are required to undertake travel which will require expenditures—over and above transportation for which State credit arrangements may be provided—of \$150.00 or more, the Director of the Division of Budget and Accounting may authorize, in his discretion, advances up to 75% of such anticipated expenditures.

1.3 Reimbursable expenses.

- (a) Reimbursable travel expenses are confined to those which are essential to transacting the official business of the State. Only the actual and necessary expenses incidental to the ordinary usual comforts of a traveler in the performance of such official duties will be reimbursed. Expenses for laundry, valet service, entertainment and others of a similar nature are considered to be personal charges and will not be reimbursed.
- (b) Reimbursement for tips, gratuities and similar fees, other than those given in connection with meals, will be permitted not to exceed the following maximum allowances:

Porter fees . . . \$.50 for each train trip
or per day if the trip
takes more than one
day
Red cap fees . . . \$.25 per bag
Bell hop fees . . \$.25 when checking in
and checking out

Reasonable tips for meals are reimbursable as part of the allowance for meals provided in Section 4.2.

1.4 Official station.

- (a) The official station of an employee is the office or headquarters provided by the State to which the employee is regularly assigned. No transportation costs will be allowed between the employee's official station and place of residence. Meals or lodging within the limits of the official station will not be allowed, except as hereinafter provided.
- (b) Where it is necessary to assign an employee to another office or headquarters,

the place thus to which the employee is assigned will be designated as his temporary official station. Transportation costs to such temporary official station will be reimbursed if they involve an increase in travel expenses exceeding the amount incurred in traveling to the original official station. Department heads are cautioned, in making such assignments, to consider the additional cost involved commensurate with the importance of the particular employee to the field task involved. In other words, it may be necessary to reassign several employees to cut down the amount of additional travel expense involved.

- (c) Unless otherwise specified, the limits of an official station in a city or town are the corporate limits of the city or town where the official station of the employee is located. However, where necessary transportation expenses arise within the limits of an official station, other than between home and office or place of duty, reimbursement for such expenses will be made as hereinafter provided.

II. APPROVAL FOR TRAVEL

2.1 Approval.

- (a) Travel within the State. All travel within the borders of the State for the regular conduct of State business, including travel which requires per diem subsistence allowance, requires authorization by the responsible department head or his duly authorized agent.
- (b) Travel outside of the State. All travel to points within 25 miles outside of the State borders, shall be covered by the same regulations governing travel within

the State. All travel to points beyond 25 miles of the borders of the State, involving an expenditure of \$50.00 or more, whether it is in the performance of regular duties or in connection with special missions, shall require approval in advance, on Budget Bureau Travel Form B, by the Director of the Division of Budget and Accounting.

- (c) Prior approval. In connection with attendance at conventions and interstate conferences, and in connection with trips to be made to points in excess of 25 miles outside the borders of the State, except as provided in sub-paragraph (d) following, approval shall be obtained at least five working days prior to the incurrence of the expenses. Such request for approval shall specify the travel to be performed as definitely as circumstances will permit.
- (d) Emergencies. Whenever travel has been performed which would require prior approval as outlined herein, but which approval was not possible to be obtained on account of emergency, request for approval must be submitted on Budget Bureau Travel Form B immediately after the trip and prior to the submission of request for reimbursement. In such cases, the Travel Form B submitted must contain a satisfactory statement of the facts constituting the necessity therefor.

2.2 Conventions and interstate conferences. No attendance at conventions or interstate conferences, which will involve expenses to be paid by the State, regardless of whether such conventions or interstate conferences are held within the borders or outside of the State, is permitted without obtaining approval from the Director of the Division of Budget and

Accounting prior to the incurrence of the expenses. Such request is to be filed on Budget Bureau Travel Form B and shall specify the nature of the convention or interstate conference and the necessity for attending.

Unless circumstances make attendance by more than two representatives of the department necessary, approval will be given for only two members of the department to attend.

III. TRANSPORTATION

3.1 Definition. Transportation includes all necessary official travel on railroads, airlines, steamboats, street-cars, buses, taxicabs and other usual means of conveyance.

3.2 Tax exemption certificates. All officials and employees traveling on State business shall present tax exemption certificates, U. S. Treasury Department Form 731, obtainable from the Internal Revenue Service or the Budget Bureau, to the railroad ticket agent when purchasing transportation tickets. This is required since the State is not obligated to pay Federal transportation taxes.

Taxes paid on transportation are not reimbursable. Employees will be personally responsible for such tax charges for failure to submit a tax exemption certificate. Only the expense for travel, without taxes, can be submitted in the employee's claim for reimbursement of transportation expenses.

3.3 Air travel. Transportation by airlines may be authorized when the cost, less savings through reduced travel time, does not exceed the cost of rail or steamer transportation. Actual cost of airline transportation may be allowed when it is satisfactorily shown that no other usual means of public transportation are available, or that the use of airline trans-

portation is distinctly to the advantage of the State.

- 3.4 Taxicabs. Taxicab charges will not be permitted when street-cars or regularly established public bus lines are obtainable, unless reasons are given that will justify such charges. All taxicab charges must be explained.
- 3.5 Routing of travel.
- (a) All travel shall be by the most direct, economical and usually-traveled route. Travel by other routes may be allowed when official necessity therefor is satisfactorily established in advance of such travel.
 - (b) In case a person travels by an indirect route for his own personal convenience, the extra expense will be borne by himself and reimbursement for expenses will be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most direct, economical and usually-traveled route.
- 3.6 Special conveyances.
- (a) The hire of boat, automobile, aircraft, or other special conveyances will be allowed only when no public or regular means of transportation are available or when such regular means of transportation cannot be used advantageously in the interest of the State. In such cases a satisfactory explanation shall accompany the travel expense voucher. Since this type of arrangement is usually to the disadvantage of the State, it is requested that such arrangements be kept at the minimum.

- (b) If the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, rent of garage, hangar or boathouse, subsistence of operator, ferriage, tolls, etc., such payments should be made first, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill.
 - (c) Where two or more employees travel by means of such special conveyances, that fact, together with the names of those accompanying the employee requesting reimbursement shall be stated by each traveler in his travel expense voucher.
 - (d) Charges for the hire of conveyance owned by another State employee or by a member of the traveler's family, or by a member of the family of another State employee, will not be allowed in the absence of a satisfactory explanation showing that the conveyance was not so procured because of such personal or official relationship, that it was impracticable to otherwise procure, that the member of the family so furnishing the conveyance was not dependent upon the traveler for support and that the cost was not more than would have been incurred if hired from commercial sources. The material facts should be reported on the travel expense voucher.
- 3.7 Transportation by personally-owned car (mileage basis).
- (a) Mileage in lieu of all actual expenses of transportation may be allowed an officer or employee traveling by his own automobile on official business away from his designated post of duty, or official station, at the rate authorized by law, pro-

vided such mode of travel has been previously authorized by the head of a department. Parking and toll charges shall be allowed in addition to mileage allowance. Reimbursement for travel to points outside the State by automobile shall not exceed the cost of first class air or rail travel, whichever is least expensive.

- (b) Use of personally-owned car on a mileage basis will not be permitted where a State-owned car is available.
- (c) As provided in paragraph 1.4 (c) herein, necessary transportation expenses which may be allowable within the limits of an official station, other than between home and office or place of duty, will be authorized in privately-owned automobile, providing the amount of charges do not exceed the total cost of transportation by existing public utility facilities.
- (d) All employees using privately-owned cars in the performance of their duties for the State of New Jersey and for which they are being reimbursed, shall carry liability insurance with minimum coverage of \$10/20,000 for personal injury liabilities and \$5,000 for property damage, and evidence that such insurance coverage is in full force and effect in companies approved by the New Jersey Department of Banking and Insurance shall be made available to the department head before authorization is given the employees to use their privately-owned cars.

In this connection, it is suggested that employees using their privately-owned cars for State purposes should be provided with adequate additional insurance to cover any personal loss which they

may incur, since the State will not, under any circumstances, reimburse the employee for losses to his automobile if he is being reimbursed for mileage.

3.8 Use of State-owned vehicles

- (a) State-owned vehicles shall be operated only by authorized State officials and employees possessing New Jersey driver licenses.
- (b) Operators of State-owned vehicles shall be personally responsible for vehicles assigned to or operated by them. Should damage result through their negligence, misuse or abuse, the operators shall be charged for such damage and may be subject to suspension.
- (c) Fines for traffic violations, including overtime parking, shall be paid by the operator of the vehicle responsible for the violation. Fines shall not be reimbursed.
- (d) The purchase of all gasoline and oil is handled by the Division of Purchase and Property of the Department of the Treasury on an annual contract basis, and employees driving State vehicles are furnished with credit cards for this purpose. In addition, the Division of Purchase and Property makes available tires, batteries and other accessories purchased at State prices. Except for emergencies, all of these supplies should be obtained through the Division of Purchase and Property.
- (e) Where emergencies arise and it is necessary to purchase supplies for State-owned vehicles while in the course of performing his duties, the employee should obtain the best quality at the lowest possible price, commensurate with the situation. In filing the invoice for reimburse-

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ment, an explanation is to be made as to the necessity for making such a purchase.

- (f) Where transportation is by use of State-owned vehicles, parking fees, parking meter and toll expenses will be allowed. Employees are expected to examine into the reasonableness of such charges, on the same basis as if they were paying these charges personally.
- (g) Charges for garaging of State-owned vehicles will be permitted. However, no such garage rents will be paid if the garage is owned by the employee or a member of his immediate family or if the garage is part of the premises rented to the employee and included in his total rent.
- (h) The fact that an employee is authorized to drive a State-owned vehicle is not to be considered as approval for use of such vehicle for purposes other than those for which the vehicle was assigned. Arrangements should be made for storage of the vehicle immediately upon the close of business at the end of each day and at the end of the official working week. Where a State-owned vehicle is to be used at times other than official hours, approval shall be obtained from the head of the department.
- (i) Where State-owned vehicles are to be used for travel to points in excess of 25 miles beyond the borders of the State, authorization shall be obtained first from the Director of the Division of Budget and Accounting.

3.9 Accommodations on trains and steamers. The following accommodations will be obtained on trains and steamers:

- (a) Where overnight travel is involved, one standard lower berth for each person

and first-class stateroom accommodations on steamers, when provision is not included in price of passage ticket. If more costly accommodations are used and claimed, an explanation shall be furnished, together with a statement of the difference in cost over and above the allowable accommodations, when submitting voucher for reimbursement.

Through sleeping-car accommodations should be obtained in all cases where practicable. Where a change of sleeping-car en route is necessary, the traveler should secure the usual transfer check from the sleeping-car conductor for exchange at the ticket office for accommodations beyond the point where change is made.

- (b) Where overnight travel is not involved, one seat in sleeping, parlor or chair car, when journey is more than 100 miles from the borders of the State. If journey is less than 100 miles from the borders of the State, the necessity for the seat must be shown in advance of receiving approval.

3.10 Extra-fare trains. Travel on extra-fare trains will be allowed only where official necessity requires such means of travel. Such charges may be allowed only when authorized in advance or a satisfactory explanation is submitted, showing that the travel to be performed in that manner is in the State's interest.

3.11 Special tickets. Through tickets, excursion tickets, reduced rate, round-trip, commutation or party tickets should be secured whenever practicable and economical.

IV. SUBSISTENCE

4.1 Limitations on reimbursement.

- (a) Reimbursement for expenses of subsistence shall be limited to the actual allowable expenses incurred, not exceeding the following maximum per diem allowances:
 - 1. \$16.00 per diem outside the State.
 - 2. \$15.00 per diem when attending a convention or interstate conference within the State.
 - 3. \$12.00 per diem within the State while engaged in activity other than attendance at a convention or interstate conference.
- (b) Subsistence expenses will not be allowed when departure from official station is after 8:00 A. M. and return is on same day prior to 6:00 P. M., or any absences not exceeding three hours, except as otherwise provided herein.
- (c) Personal charges appearing on a hotel bill shall be deducted and the deduction shown on the bill.
- (d) Charges for liquor are not reimbursable.
- (e) Under ordinary circumstances no subsistence expenses will be allowed an employee at his official station, at the place where he resides, or within a radius of 10 miles from such station.

4.2 Meals.

- (a) Breakfast. Reimbursement will not be allowed for breakfast unless incident to overtime employment. Maximum allowance for breakfast shall be \$1.00, including tip. In computing actual expenses

within a per diem subsistence authorization, breakfast shall be reimbursed at a rate not to exceed \$1.00, including tip.

- (b) Noon-day lunch. Noon-day lunches will not be authorized as State expenses, unless such meal is normally provided at the official station as part of the regular salary, as part of the working arrangements of the particular employment, or is incident to overtime employment, except as approved by the Director of the Division of Budget and Accounting. In computing actual expenses within a per diem subsistence authorization, or as provided herein, noon-day lunch shall be reimbursed at a rate not to exceed \$1.50, including tip.
- (c) Dinner. If an employee works overtime 3 hours or more, dinner will be authorized at a rate not to exceed \$3.00, including tip. In computing actual expenses within a per diem subsistence authorization, dinner shall be reimbursed at a rate not to exceed \$3.00, including tip.
- (d) Board luncheons and dinners. Luncheons and dinners for non-salaried members of boards, commissions, etc., will be approved in a reasonable amount providing authorization is obtained from the Governor or the Director of the Division of Budget and Accounting.
- (e) No allowance will be made for meals when they are served as part of transportation accommodations and the cost is included in the transportation charge.

4.3 Subsistence furnished a State officer or employee by a member of his family, by another State employee, or by a member of the family of another State employee. Subsistence expenses on an actual expense basis are not re-

imbursable if paid by the traveler to a member of his family, to another State employee, or to a member of the family of another State employee. Subsistence expenses under such conditions may be paid only if a satisfactory explanation is furnished showing that the expense was not incurred because of such personal or official relationship, that it was impracticable to obtain subsistence otherwise and that the member of his family furnishing the subsistence was not dependent upon the employee for support. The material facts should be reported on the travel expense voucher.

4.4 Time of departure and arrival.

- (a) The time of arrival at and departure from a place will be considered as the hour at which the train, airplane, boat, bus or other conveyance used by the traveler actually leaves or arrives at its regular terminal.
- (b) All requests to incur reimbursable expenses involving per diem allowances should state the time of departure from and return to official station. This information should also be furnished on the travel expense voucher.
- (c) If duty at a particular place within the traveler's itinerary is prolonged beyond the period of thirty (30) days, his travel expense voucher should also state the approximate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that his duty at such place is of a temporary nature.

4.5 Indirect route or interrupted travel. Where, for traveler's personal convenience or

through the taking of leave, there is interruption of travel or deviation from the direct route, the subsistence allowed will not exceed that which would have been incurred on interrupted travel by the most economical usually-traveled route.

- 4.6 Sharing of lodging. When lodging is shared jointly with others, the fact should be stated on the travel expense voucher, and reimbursement will be limited to the traveler's proportionate share of the cost thereof.
- 4.7 Transportation to and from lodging. When the nature and location of the work where temporarily stationed are such that meals and lodging cannot be procured there, and the daily travel required to procure subsistence at the nearest available place is not such as may be made by the public generally for that purpose, nor performed for the personal convenience of the traveler, the expense thereof will be considered as necessary transportation. A full statement of the necessity for such daily travel should accompany the travel expense voucher.

V. TELEGRAPH, CABLE AND RADIO SERVICE

- 5.1 Copies of messages. A copy of each official telegram, cablegram and radiogram paid for by the traveler shall accompany his travel expense voucher, except where the subject matter is of such a confidential nature that to divulge its contents would be prejudicial to the public interest. In such cases the points between which sent and number of words shall be stated, and a receipt from the person to whom payment was made shall be furnished.
- 5.2 Personal messages. Telegrams, cablegrams and radiograms applying or inquiring for

leave of absence or extension thereof, or as to payment of salary or expense vouchers, and answers thereto, or those containing any matter of a purely personal nature, shall not be sent at State expense.

VI. TELEPHONE SERVICE

- 6.1 Local calls. Charges for local telephone calls on official business will be allowed. The travel expense voucher shall show the dates on which such calls were made, the points between which each call was made and the cost per call.
- 6.2 Long-distance calls. Charges for long-distance telephone calls on official business will be allowed. The travel expense voucher shall show the dates on which such calls were made, the points between which each call was made and the cost per call.
- 6.3 Non-reimbursable calls. Telephone calls applying for or inquiring about leave of absence or extension thereof, inquiries as to payment of salary or expense vouchers or calls concerning any matter of a purely personal nature shall not be reimbursable.
- 6.4 Reverse telephone calls. Employees out-of-state on official business who find it necessary to call home stations may reverse the cost of such telephone calls.
- 6.5 Federal tax. Employees using their home telephones for State business may request reimbursement less Federal Communications Tax. Calls for State business are tax exempt and the Telephone Company will make allowance for the tax, if a tax exemption certificate is filed by the employee when paying his home telephone bill. Forms for this purpose are

available from the Internal Revenue Service or the Budget Bureau.

VII. MISCELLANEOUS EXPENSES

7.1 Miscellaneous expenses.

- (a) Charges for necessary stenographic or typewriting services or rental of typewriter in connection with the preparation or reports or correspondence; clerical assistance; services of guides, interpreters, packers, drivers of vehicles; storage of property used on official business, will be allowed when authorized or approved by the head of the department.
- (b) Neither payment nor reimbursement for personal services will be allowed under any agreement made by the traveler with an officer or employee of the State.
- (c) Charges for handling, storage and checking of baggage at stations will be authorized.
- (d) Registration fees required as part of attendance at conventions will be approved.
- (e) When necessary to engage a room in a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized by the head of the department.
- (f) Miscellaneous expenses, not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, will be allowed only when the necessity and nature of the expense are clearly, fully and satisfactorily explained and the travel expense voucher is approved by the head of the department.

- (g) Wherever possible, charges for miscellaneous services listed herein should not be paid by the traveler. A State voucher form should be prepared, certified by the payee, approved by the traveler and forwarded to his administrative official for approval. Thereafter, payment will be made directly to the person who rendered the service. The voucher shall show the dates of services, quantity, unit price and such other particulars as may be necessary for a clear understanding of the charge.
- (h) Where cash payment is demanded for such services, reimbursement for the charges actually paid may be allowed. Reimbursement expense vouchers shall be supported by receipts showing the quantity, unit, and unit price, and statement that cash payment was demanded.

7.2 Travel incident to recall or return from leave status. When an officer or employee who is absent from his official station on leave of absence, either with or without pay, is ordered by the Governor or department head to return to his station for temporary duty and later returns to the place where he received such order, he may submit a claim for reimbursement for the travel expenses involved in reporting to his place of duty and returning to the point from which he was recalled. No definite assurance can be given that such claims will be paid since each case would have to be decided by the Director of the Division of Budget and Accounting, after review and consideration of all the facts. Therefore, recall of an employee to duty during a period of leave of absence should be avoided, except in cases of extreme emergencies.

VIII. RECEIPTS AND VOUCHERS

- 8.1 Memorandum of expenditures. All persons authorized to travel on business for the State, should keep a memorandum of expenditures properly chargeable to the State, noting each item at the time the expense is incurred, together with the date. Information thus accumulated will be available for the proper preparation of travel expense vouchers.
- 8.2 Receipts required. Receipts, where usually issued, will be required for hotel and lodging; also for sleeping-car, parlor-car and state-room fares, when paid for in cash. If it is impracticable to obtain receipts, an explanation shall accompany the voucher submitted. Wherever possible, the employee should pay by personal check. If it is not possible to obtain a receipt, file the check or a photostat copy thereof with the voucher.
- 8.3 Travel expense vouchers.
 - (a) All claims for reimbursement of traveling expenses shall be submitted on the regular authorized form of travel expense voucher (Accounting Bureau Travel Form No. 105) and shall be itemized and stated in accordance with these regulations.
 - (b) Travel expense vouchers shall be supported by receipts as required by these regulations.
 - (c) The travel expense voucher shall show the dates and individual points of travel, number of miles traveled between such points and kind of conveyance used. If the distance traveled between any given point is greater than the usual route between these points, the reason for the greater distance should be stated.

- (d) When travel is authorized in the employee's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place shall be shown in the travel expense voucher.
- (e) A statement as to the ownership of the automobile or other conveyance used, as well as a certification that liability insurance is in effect, shall be made on the travel expense voucher.
- (f) Unless otherwise approved, vouchers shall be rendered monthly by calendar month, and submitted to the Division of Budget and Accounting by the tenth day of the month following the end of the month for which the voucher is rendered. The voucher shall be filed with the department in duplicate, should be prepared by typewriter, with carbon duplicate, whenever practicable; the original only being signed. When vouchers are prepared with ink, only ink of a permanent nature should be used.
- (g) If the total of the monthly expenses does not exceed \$1.00, it should be carried over to the following month, unless the employee has been or is about to take a leave of absence or whose employment has been or is about to be terminated. At the close of the fiscal year, however, even though the amount is less than \$1.00, a voucher should be submitted inasmuch as such expenses cannot be carried forward into the new year.
- (h) The voucher must be filled out completely and each expense item should be listed chronologically and in the proper column and the totals carried forward as required. Failure to complete the voucher in full, will mean delay in reimbursement of expenses.

- (i) Where travel is not by the most economical, usually-traveled route, the travel expense voucher should set forth the details of the route, the expenses actually incurred, the hour of departure and the hour of arrival.
- 8.4 Payments to other State employees. Reimbursement will not be allowed for payments made to other State employees for travel or subsistence expenses, except in cases of necessity, which shall be satisfactorily explained.
- 8.5 Certification of travel expense vouchers. Every State official or employee incurring reimbursable travel expenses contemplated by these regulations shall execute a Travel Expense Voucher (Form 105) on which he shall declare that the voucher is correct in all respects, that the distances charged have been actually and necessarily traveled, that the amount charged has actually been paid and that the expenses were incurred on State business.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 25

It appearing that Carl Holderman has died leaving vacant the office of Commissioner for the Department of Labor and Industry, and that it is necessary to provide for the continuous operation of the said department pending the nomination and appointment of a successor: It is therefore on this 22nd day of September, 1959, ordered that pending such nomination and appointment, Raymond F. Male, be and he is hereby designated as Acting Commissioner of the Department of Labor and Industry,

And it is further ordered that Executive Order No. 22, filed May 20, 1959, designating George S. Pfaus as Acting Commissioner of Labor and Industry be and the same hereby is superseded.

ROBERT B. MEYNER,
Governor.

September 22, 1959.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 26

WHEREAS, Executive Order No. 31, dated November 30, 1951, as subsequently amended by Executive Order No. 11, of April 11, 1955; No. 14, of February 20, 1956; No. 20, of July 17, 1958; and No. 21, of November 7, 1958, provided for the establishment of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety; and

WHEREAS, At its regular meeting on January 13, 1960, said Council requested that its membership be enlarged by the addition, to said Council, of representatives of the New Jersey Turnpike Authority and the New Jersey Highway Authority; and

WHEREAS, The safety and expedition of traffic in New Jersey require that traffic improvement measures be applied in a coordinated manner to the greatest extent possible,

NOW, THEREFORE, I, ROBERT B. MEYNER, GOVERNOR of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the statutes of this State, do hereby order and direct:

1. That the present membership of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety, now provided for in the Executive Orders aforesaid, be enlarged by the addition thereto of a representative officially designated by the Chairman of the New Jersey Turnpike Authority and New Jersey Highway Authority, respectively.

[SEAL] Given under my hand and seal this 29th day of February, in the year of Our Lord one thousand nine hundred and sixty, and of the Independence of the United States, the one hundred and eighty-fifth.

ROBERT B. MEYNER,
Governor.

Attest:

H. CURTIS MEANOR,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 27

WHEREAS, Executive Order No. 27 dated May 9, as subsequently amended by Executive Order No. 11, of April 11, 1955; No. 14, of February 20, 1956; No. 20, of July 17, 1958; and No. 21, of November 7, 1958; provided for the establishment of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety; and

WHEREAS, At its regular meeting on April 20, 1960, said Council requested that its membership

be enlarged by the addition, to said Council, of a representative of the New Jersey Department of Health; and

WHEREAS, The safety and expedition of traffic in New Jersey require that traffic improvement measures be applied in a coordinated manner to the greatest extent possible,

NOW, THEREFORE, I, ROBERT B. MEYNER, Governor of the State of New Jersey, by virtue of authority vested in me by the Constitution and by the statutes of this State, do hereby order and direct:

1. That the present membership of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety, now provided for in the Executive Orders aforesaid, be enlarged by the addition thereto of a representative officially designated by the Commissioner of the New Jersey Department of Health.

[SEAL] Given under my hand and seal this 9th day of May, in the year of Our Lord one thousand nine hundred and sixty, and of the Independence of the United States, the one hundred and eighty-fifth.

ROBERT B. MEYNER,
Governor.

Attest:

H. CURTIS MEANOR,
Acting Secretary to the Governor.

From the Office of the Governor

June 2, 1960.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 28

I, ROBERT B. MEYNER, Governor, order and direct that beginning Monday, June 20, and continuing until Friday, September 2, all State offices shall close one half hour earlier than the regular closing hour.

[SEAL] Given under my hand and seal this second day of June, in the year of Our Lord one thousand nine hundred and sixty, and in the Independence of the United States, the one hundred and eighty-fourth.

ROBERT B. MEYNER,
Governor.

Attest:

H. CURTIS MEANOR,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 29

WHEREAS, The revenues of the State in the first six months of fiscal year 1960-1961 fell seriously below those anticipated in the general appropriations act for said fiscal year, P. L. 1960, c. 46; and

WHEREAS, It appears from a projection of the revenue experience of said first six months that the

State may end said fiscal year with a deficiency of between five and five and one-half million dollars if expenditures during the remainder of said fiscal year are made in the amounts now planned,

NOW, THEREFORE, I, ROBERT B. MEYNER, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and statutes of this State, do hereby order that the State Treasurer shall revise the quarterly allotments to the account for construction by the State Highway Department so as to return to reserve during the remainder of fiscal year 1960-1961 an amount not less than five million dollars, nor more than five and one-half million dollars, the specific amount to be returned to reserve to be fixed, within said limits, by the State Treasurer.

[SEAL] Given under my hand and seal this 30th day of January, in the year of Our Lord one thousand nine hundred and sixty-one, and of the Independence of the United States, the one hundred and eighty-fifth.

ROBERT B. MEYNER,
Governor.

Attest:

EDWIN C. LANDIS, JR.,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 30

I, ROBERT B. MEYNER, Governor, order and direct that beginning Monday, June 19, and continuing until Friday, September 1, all State offices shall close one half hour earlier than the regular closing hour.

[SEAL] Given under my hand and seal this first day of June, in the year of Our Lord one thousand nine hundred and sixty-one, and in the Independence of the United States, the one hundred and eighty-fifth.

ROBERT B. MEYNER,
Governor.

Attest:

EDWIN C. LANDIS, JR.,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 31

It appearing that Frank T. Judge will retire as Director of the Division of Employment Security in the Department of Labor and Industry as of November 1, 1961, and that it is necessary to provide for the continuous operation of said Division pending the nomination and appointment of a successor; It is, therefore, on this 26th day of October, 1961,

ORDERED, that pending such nomination and appointment, Edward J. Hall, Deputy Director of the Division of Employment Security, be, and he is hereby designated Acting Director of the Division of Employment Security effective November 1, 1961.

[SEAL] Given under my hand and seal this 26th day of October, in the year of Our Lord one thousand nine hundred and sixty-one, and in the Independence of

the United States, the one hundred and eighty-sixth.

ROBERT B. MEYNER,
Governor.

Attest:

EDWIN C. LANDIS, JR.,
Acting Secretary to the Governor.

STATE OF NEW JERSEY,
EXECUTIVE DEPARTMENT.

EXECUTIVE ORDER No. 32

WHEREAS, Executive Order No. 31, dated November 30, 1951, as amended by Executive Order No. 11, dated April 11, 1955; No. 14 of February 20, 1956; No. 20 of July 17, 1958; No. 21 of November 7, 1958; No. 26 of February 29, 1960; and No. 27 of May 9, 1960, provided for the establishment of the State Coordinating Council on Traffic and Safety in the Department of Law and Public Safety; and

WHEREAS, The name of the said Council was changed on July 5, 1961 to the "State Coordinating Council on Traffic Safety"; and

WHEREAS, At its regular meeting on September 27, 1961, the said Council unanimously approved a resolution requesting that the membership of the Council be enlarged by the addition of a representative of the Administrative Office of the Courts; and

WHEREAS, The safety and expedition of traffic on the streets and highways of New Jersey require

full coordination of traffic improvement activities;
and

WHEREAS, The judicial system of the State of New Jersey has an important role in this important aspect of law enforcement,

NOW, THEREFORE, I, ROBERT B. MEYNER, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the statutes of this State, do hereby order and direct:

That the present membership of the State Coordinating Council on Traffic Safety, in the Department of Law and Public Safety, now provided for in the Executive Orders aforesaid, be enlarged to include the Administrative Director of the Administrative Office of the Courts. Said Director may designate a member of his office to serve as his representative on the Council.

[SEAL] Given under my hand and seal this
10th day of November, in the year of
Our Lord one thousand nine hundred
and sixty-one, and Independence of the
United States, the one hundred and
eighty-sixth.

ROBERT B. MEYNER,
Governor.

Attest:

EDWIN C. LANDIS, JR.,
Acting Secretary to the Governor.

