

CHAPTER 23B
TRAVEL AND RELATED EXPENSE
REIMBURSEMENT

Authority

P.L. 2005 c.132.

Source and Effective Date

R.2005 d.387, effective October 17, 2005.
See: 37 N.J.R. 4319(a).

Chapter Expiration Date

Chapter 23B, Travel and Related Expense Reimbursement, expires on June 30, 2006.

Chapter Historical Note

Chapter 23B, Travel and Related Expense Reimbursement, was adopted as new rule by R.2005 d.387, effective October 17, 2005. See: Source and Effective Date.

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SUBCHAPTER 1. PURPOSE AND SCOPE

6A:23B-1.1 Purpose and scope

(a) The purpose of this chapter is to implement the requirements as set forth in P.L. 2005, c.132 by establishing the rules that govern school district employee and board member travel and the reimbursement of travel-related expenses.

(b) The rules in this chapter govern every district board of education, charter school board of trustees and their employees, except those school districts designated as "Abbott Districts" pursuant to N.J.A.C. 6A:10A-8.3.

6A:23B-1.2 Travel and related expense reimbursement

(a) Each district board of education or charter school board of trustees shall, by November 16, 2005, adopt a formal policy and procedures pertaining to travel and expense reimbursement for its employees and board members that are in accordance with the provisions in this section.

(b) Each district board of education or charter school board of trustees shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement.

(c) Each district board of education or charter school board of trustees shall ensure through its policy and procedures that all travel by its employees and board members is

educationally necessary and fiscally prudent, and shall include the requirement that all travel and expense reimbursements:

1. Are directly related to and within the scope of the employee's or board member's current responsibilities;

2. Are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

3. Are in compliance with State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02 (www.state.nj.us/infobank/circular/cir0602b.htm) and NJOMB circular A-87 (www.whitehouse.gov/omb/circulars/a087/a872004.html), incorporated herein by reference, including any amendments or revisions thereto. The district board of education or charter school board of trustees shall, in its travel policy, specify the applicable restrictions and requirements set forth in the NJOMB circulars noted in this paragraph including, but not limited to, types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and submission of supporting documentation including receipts, checks or vouchers.

(d) Each district board of education or charter school board of trustees may include in its policy for travel the requirement for the employee or board member to submit to an appropriate party as designated, and within a timeframe specified by the board's policy, 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.

(e) Each district board of education or charter school board of trustees shall require in its travel policy that detailed documentation be maintained on file at the school district or charter school, which demonstrates compliance with the board's travel policy including travel approvals, reports and receipts for all reimbursed expenses, as appropriate.

(f) For employees, each district board of education or charter school board of trustees shall require in its policy that such travel occur only upon prior written approval of the chief school administrator or charter school lead person, and prior approval by a majority of the full voting membership of the board.

(g) For board members, each district board of education or charter school board of trustees shall require in its policy that such travel occur only upon 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.

(h) Each district board of education or charter school board of trustees shall state in its policy that travel reimbursements will be paid only upon compliance with the board's policy provisions and approval requirements.

(i) Each district board of education or charter school board of trustees shall, in its policy, exclude from the requirements herein reimbursement for:

1. Any travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements; and

2. Travel that will otherwise not comply with the requirements set forth in this section, but that is deemed by the board to be necessary or unavoidable. The district board of education or charter school board of trustees shall

require in its policy that the reason(s) for such exception is clearly set forth in detailed documentation and approved by board resolution.

(j) Any district board of education or charter school board of trustees that violates its established maximum travel expenditure as set forth in (b) above, or that otherwise is not in 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 24, including reduction of State aid in an amount equal to any excess expenditure, pursuant to P.L. 2005, c.132.