

Regulation

No. 3330

BOARD OF
EDUCATION
HOWELL TOWNSHIP

PROFESSIONAL STAFF

TRAVEL EXPENSES

A. Approval of Travel and Related Expense Reimbursement

The following procedure shall be implemented for a teaching staff member seeking to receive travel expense reimbursement:

1. A Request for Travel Expense Report must be submitted to the Superintendent of Schools prior to the travel date(s) and at least 10 (ten) days before a Board meeting. The request shall include supporting documentation to include: the type of travel; location of the travel; occurrences of the travel; date(s) of travel; and all related costs including transportation expenses, parking, tolls, lodging, registration fees, meals, and other expenses.
2. The Superintendent of Schools or designee shall review and may approve or deny each request for travel. The Superintendent's or designee's signature designating approval is required on the request for travel expenses.
3. The Board of Education Approval of Travel and Expense Form shall be presented to the Board of Education for approval. Approval by a majority of the full voting membership of the Board at a Board meeting is required.

B. Reimbursement of Travel

All travel expenses that receive prior written approval of the Superintendent of Schools and prior approval of the Board shall be reimbursed by the Board of Education in accordance with the following procedures:

1. The teaching staff member, within 10 (ten) calendar days after incurring the approved travel expenses, shall be required to submit to School Business Administrator/Board Secretary, or designee receipts documenting all prior Board approved travel expenses paid by the teaching staff member during the travel. Reimbursement to the teaching staff member will be made in accordance with the district's payment procedures. Travel payments will be paid only upon compliance with P.L. 2007 c. 53 and Policy 333 provisions and approval requirements.
2. Receipts for the approved expenses to be paid directly to a vendor(s) accepting the school district's purchase order will be obtained directly from the vendor by the Business office. Payment directly to the vendor will be made in accordance with the district's payment procedures.

Date Adopted: 7/12/06

Date Revised: 7/31/07