

# Regulation

No. 4180

BOARD OF  
EDUCATION  
HOWELL TOWNSHIP

SUPPORT STAFF

## TRAVEL EXPENSES

### **A. Approval of Travel Expense Reimbursement**

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

1. A Request for Travel Expense Report must be submitted to the Superintendent of Schools or designee 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 signature designating approval is required on the request for travel expenses.
3. The Board of Education Approval of Travel 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 Expenses**

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 support staff member, within 10 (ten) calendar days after incurring the approved travel expenses, shall be required to submit to the School Business Administrator/Board Secretary, or designee receipts documenting all prior Board approved travel and related expenses paid by the support staff member during the travel. Reimbursement to the support 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 418 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