

Someset Hills School District

2023-2024



TRAVEL PROCEDURES

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Section 1: Purpose

The purpose of this handbook is to identify the types of travel permitted on district time and at district expense; the authorizations and approvals needed; and the allowable reimbursement limits for district staff and other participants.

Please note that New Jersey State Legislature passed the School District Accountability Act which includes changes in travel regulation (Appendix I). Travel regulations are subject to change.

Section 2: Procedure

- a. It is necessary for each individual to complete a Request for School District Travel Form (Exhibits A) and secure proper approvals prior to attend any conference workshop, seminar or event that would require travel, personal reimbursement, or time away from your regular job assignment. Please retain a copy of these forms.
- b. Each individual will submit the Request for School District Travel Form (Exhibits A) to his/her Principal or immediate supervisor as early as possible and allow time for internal processing. All back-up documentations (date of conference/event with printed notice/flyer, registration form, etc.) must be attached to the subject form at the time of original submission.
- c. It is the responsibility of each administrator or supervisor to review the merits of the request in terms of its educational value and relevance for the attendee. Activity costs should also be given consideration.
- d. The Principal or immediate supervisor will submit the subject Request for School District Travel Form (Exhibits A) for approval to the Assistant Superintendent.
- e. All travel requests are reviewed on a case by case basis and are subject to approval by the Superintendent of Schools and will be presented to the Board of Education at a regular meeting for action. Consideration will be given based on grant inclusions, district initiative, and overall benefit to the district.
- f. Upon return from the professional development activity, the attendee is to send a completed Post Travel Report (Exhibit B) to the Assistant Superintendent. Failure to submit the require subject report may prevent you from attending future events.
- g. Upon return from the professional development activity, the attendee will also complete the Personal Expense Reimbursement Form (Exhibit C) to the Business Office. If the attendee does not attend or if the event is canceled, he/she must notify the building principal who in turn will notify the Assistant Superintendent and Business Office.

Section 3: Approvals

Arrangements or commitments should not be made prior to Board of Education approval. ALL expenses incurred prior to approval by the Board of Education are at the individual's own risk for personal liability.

Section 4: Budget

All requests for travel expenses for attendance at conferences/events must have been budgeted in the appropriate fiscal year. Your activity and related expenses must be covered by your school, unit, or the professional development plan with existing funds. If the travel request is not covered with existing funds, it may be declined.

Section 5: Parking and Moving Violations

Parking or moving violations while operating your own car WILL NOT be reimbursed by the

District. Section 6: Expense Report

Upon return from authorized trip, the Personal Expense Reimbursement Form (Exhibit C) must be completed and presented to the Business Office listing actual expenditures. Original receipts for each item claimed must be attached to this form. Charges listed as miscellaneous must be explained and have receipts. Total reimbursement shall not exceed the total amount approved on the travel authorization form. Expense reports are subject to internal and external audit.

Section 7: Food Allowance for Approved Travel

The maximum daily expense for meals that can be reimbursed is twenty-two dollars (\$22.00). Meal costs, including reasonable tips up to 15% will have a daily limit of \$22.00. Costs incurred in one day may not be carried over to another day. Reimbursements will only be made for up to the allowed amount based on the receipts presented.

Meals may be authorized for breakfast, lunch, and/or dinner at a cost not to exceed:

Breakfast - \$ 5.00

Lunch - \$ 7.00

Dinner - \$10.00

The district will not cover or reimburse the costs of alcoholic beverages, laundry, valet services, entertainment, reverse telephone charges, third party calls, or personal calls. The cost of such items must be deducted from the receipts submitted for reimbursement.

Reimbursement for meals that involve an overnight stay cannot exceed the latest Federal per diem rate schedule for the event location.

The district will only cover the cost of meals for the district employee. You may not submit receipts for that of family or friends.

All receipts for meals should be submitted for reimbursement on the Professional Conference Attendance Reimbursement form to the Business Office within five (5) business days of return from the approved trip. ONLY ORIGINAL RECEIPTS WILL BE REIMBURSED.

The district will only cover travel costs (lodging, meals, etc.) for days that are actually part of the approved travel. If an individual extends the travel for personal purposes, the costs associated with

those days are solely the responsibility of the individual. The district may cover an additional extended cost due to emergent reasons only (i.e. travel delay due to inclement weather or airport emergency closings). All emergent claims must have back up documentation.

Another option is for meals and incidentals (M&IE) to be reimbursed by using the Government Service Agency (GSA) rates for the location you are traveling. The GSA method for meals and incidentals is most beneficial for an individual if they did not want the burden of collecting all the support necessary for travel reimbursement. This link will bring you to the website page for the M&IE rates: <http://www.gsa.gov/portal/content/104877>. Staff members that use this manner for meals and incidentals will be paid once all travel documentation has been approved and submitted for payment.

Section 8: Travel Activities

Conference Registration: Registration for conferences shall be made by preparing a requisition order to the vendor. Requisition orders should be prepared well in advance for the vendor to receive the registration. Some conferences require the registration to be pre-paid. If this is the case, then a Request for Vendor Check Form shall be completed and attached to the requisition order and submitted to the Assistant Superintendent before the requisition order deadline.

Requisition Order Attachments: No requisition orders will be signed or processed unless the following is attached:

1. Personal Expense Reimbursement Form;
2. Approved Board Resolution;
3. Executive County Superintendent Approval – if applicable; and
4. Copy of the Registration Form

Travel Routing: All travel shall be by the most direct, economical and usually-traveled route. Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel. In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.

Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually-traveled route.

Air and rail tickets shall be purchased via the internet if possible, using online travel services such as Travelocity, Expedia, Priceline or Hotwire.

Reimbursement for air fare without documentation from at least three (3) airlines and/or services is prohibited.

a. Air Travel

Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business.

The most economical air travel should be used, including the use of discounted and special rates.

The following options should be considered when booking tickets:

- Connecting versus nonstop flights;
- Departing earlier or later compared to the preferred departure time;
- Utilizing alternative airports within a city, i.e., Chicago, Illinois – Midway Airport versus O’Hare Airport;
- Utilizing alternative cities, i.e., Newark versus Philadelphia.
- Utilizing “low cost” airlines; and
- Exploring alternate arrival and/or departure days.

No employee or board member can earn benefits as a result of school district funded travel.

Employees and board members are prohibited from receiving “Frequent Flyer” benefits accruing from school district funded travel.

Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:

- Is less expensive than economy;
- Avoids circuitous routings or excessive flight duration; or
- Would result in overall transportation cost savings.

All airfare other than economy and not covered by the above exceptions purchased by an employee or board member shall only be reimbursed at the economy rate for the approved destination.

Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.

Airline tickets shall not be booked until all necessary approvals have been obtained.

Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed.

Justification shall accompany requests for airline ticket reimbursement when purchased by employees or board members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.

The district recognizes that airline baggage which was once checked in without cost, now has a minimum fee per bag assessed by the airlines. The New Jersey Administrative Code is silent about reimbursement of airline baggage fees, however, it is noted in two separate citations pertaining to airline travel that additional expenses incurred by the traveler “. . . *outside the control of the purchaser*” may be considered for reimbursement. The district will consider in accordance with N.J.A.C. 6A:23A-7.9(c)(2)(viii/ix) reimbursing the employee or board members up to \$25.00 for one

bag checked in. Receipts must be provided for reimbursement as well as documentation from the airline that the baggage fee is a required fee. (*Ref. NJ Circular 12-14 OMB Page 11 Item C-11*)

b. Rail Travel

- Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business.
- The most economical scheduling of rail travel shall be utilized, including excursion and government discounts whenever applicable.
- When one employee or board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available.
- The use of high speed rail services, such as Acela, shall not be authorized.
- When two or more employees and/or board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally owned vehicle must be used.
- All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for Air Travel.

Travel Reservations:

Quotation Needed

Air and rail tickets shall be purchased via the internet if possible, using online travel services such as Travelocity, Expedia, Priceline or Hotwire.

Reimbursement for air fare without documentation from at least three (3) airlines and/or services is prohibited. *Ref. N.J.A.C. 6A:23A-7.8(a)(17)*

Reservations – Requisition Order Process

Travel Reservations may be made through the requisition order process. The requisition order shall be submitted well in advance as to prepare a check.

Reservations – Prepaid by Employee; Board Member

Travel costs may be prepaid by the employee or board member, only if necessary. It must be approved by Administrator and by resolution on board agenda PRIOR to payment. At the conclusion of the travel, a Personal Expense Reimbursement Form may be prepared and submitted to Payroll.

Requisition Order Attachments: No requisition orders will be signed or processed unless the following is attached:

1. Personal Expense Reimbursement Form;
2. Approved Board Resolution;
3. Executive County Superintendent Approval, if applicable; and
4. Copy of Bills, Proposal, etc.; Receipts

Section 9: Lodging

Individuals arranging travel reservations should request the most economical rates available for the event. Most conferences arrange for occupancy in hotels that are in or close to the conference site. This is usually most beneficial and economical for it reduces or eliminates day to day transportation costs, and is usually very convenient for the attendee. Hotel rates must be in the range as noted in the Federal OMB per diem rates. This link will bring you to the website page:

<http://www.gsa.gov/portal/content/104877>. This selection usually requires that hotel and conference arrangements be made well in advance in order to accommodate limited number of available rooms.

Section 10: Mileage, Parking and Tolls

The district will approve reasonable transportation costs to and from the event or activity. Mileage will be reimbursed at the State of New Jersey rate which is subject to change. Please call the Business Office for the current State of New Jersey mileage rate.

Section 11: Non Reimbursable Expenses

No reimbursement will be given for personal expenses, motor vehicle citations, alcoholic beverages, airport parking, personal phone calls, video rentals and other entertainment costs.

Section 12: Pre-payment or Reimbursement

Individuals will usually pay for their travel expenses first and then subsequently submit the required forms for reimbursement after the travel has been completed. However, registration, hotel, rail travel and airfare expenses may be paid in advance through purchase order, only after; the Board has approved the travel request. If advance payment is requested and made, the individual making the request to travel assumes personal responsibility for cancellation fees.

Section 13: Professional Development Synopsis

Once a person has returned from the authorized professional development, she/he is responsible to submit a Post Travel Report to:

1. Assistant Superintendent within fifteen (15) calendar days of the event. Failure to provide the subject report may cause future professional development requests to be denied.
2. Business Office - attached to the Personal Expense Reimbursement Form for reimbursement.
3. Accounts Payable – in order to pay registration fee to vendor.

Section 14: Types of Travel Expenditures

There are three (3) main types of travel expenditures:

- a. Training and seminars which are costs for regularly scheduled, formal training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility.
- b. Regular school district business which are costs for regular official business travel, including attendance at meetings, conferences and any other gathering which is not a training seminar as defined in a. above. This includes attendance at regularly scheduled county meetings and Department of Education sponsored, or association sponsored, events.
- c. Conventions and conferences which are costs for programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of the employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations.

EXHIBIT A

THE SOMERSET HILLS SCHOOL DISTRICT Request for School District Travel (Field Trips, School Business, Professional Development)

- Requests for travel must be submitted a minimum of 30 days prior to the next Board of Education Meeting.
- All travel must comply with state requirements and receive sufficient prior approval.
- Post-Travel Reports must be submitted to Principal within 10 days of event, prior to reimbursement request.

Name: _____ Today's Date: _____

Position: _____ Building: BES BMS BHS Olcott

I request permission to be absent for school district travel on the following day(s) and date(s):

Total # of School Days _____ Non-School Days _____

_____ No substitute is needed _____ Substitute is needed, please complete the following:

Elementary: Full Day _____ Half Day (a.m. or p.m.) _____

Secondary: Period(s) for which a substitute is needed: 1 2 3 4 5 6 7 8 9 HR

1. _____ Field Trip Chaperone	Organization/Group _____
Destination _____	

2. _____ School Business (mileage only or no cost)	Transportation: \$ _____ mileage**
Purpose: _____	
Location: _____	City _____ State _____

3. _____ Conference/Workshop/Training (A copy of the informational flyer must be attached)	
Purpose: _____ <small>(must include key issue(s) and relevance to improvement of instruction or school operations)</small>	
Check one: Purpose is related to: _____ district programs / services _____ school district operations _____ continuing education (PDP) _____ certification _____ Federal or State law	
Title: _____	
Location: _____	City _____ State _____
Total Cost to the Board of Education: \$ _____	
* Lodging: # of nights _____ x cost per night _____ = \$ _____	Registration fee \$ _____
* Meals: # of days _____ x cost per day _____ = \$ _____	Miscellaneous \$ _____ <small>(tolls, parking, etc.)</small>
<small>(no meal allocation for one day conferences)</small>	
* Consult the current domestic per diem rates for per diem allocation	
Transportation: \$ _____ mileage**	\$ _____ airfare
\$ _____ train	\$ _____ other (shuttle, taxi, bus, etc.)

**Mileage will be computed at the current state approved rate. Only the employee's excess mileage will be reimbursed. Calculate the total mileage by subtracting the round trip mileage from home to work from the round trip mileage from home to event. A mileage printout from Mapquest, Google, etc. must be attached to this request.

This section must be completed by school office staff prior to approval	
Account # _____	
Funding Source: _____ District _____ Federal _____ State _____ Grant _____ Private	
For annual events provide total attendance _____ and total cost _____ for the previous year	

_____ Approved _____ Not Approved _____ Date _____
(Immediate Supervisor)

_____ Approved _____ Not Approved _____ Date _____
(Principal)

_____ Approved _____ Not Approved _____ Date _____
(Assistant Superintendent)

_____ Approved _____ Not Approved _____ Date _____
Board of Education

White Copy (Employee)

Yellow Copy (Superintendent)

Pink Copy (School)

(Revised 3/22)

EXHIBIT B

**The Somerset Hills School District
Post Travel Report
Pursuant to Board of Education Policy #6471 School District Travel**

Name _____ Today's Date _____

Date(s) of School District Travel _____

Title of Event _____

Location _____

Please complete a brief report of the conference, workshop, training, convention, seminar or other travel event within 10 days of the completion of your travel. Submit this form to your principal, director or manager for review. Principals, directors, and managers will then submit this form to the Business Office. **This form MUST be returned prior to the submission of a request for financial reimbursement.**

1. State the primary purpose for this travel:

2. Summarize (a) the key issues addressed at the event and (b) their relevance to improving the delivery of instruction or furthering the efficient operation of the school district:

3. Would you recommend this training, conference, workshop, convention, or seminar to others?

Employee's Signature _____ Date _____

Administrator's Signature _____ Date _____

Revised 12/2019

Return to: Accts Payable – Business Office

EXHIBIT C

**Somerset Hills School District
PERSONAL EXPENSE REIMBURSEMENT FORM**

REIMBURSEMENT MUST HAVE PRE-APPROVAL OF THE IMMEDIATE SUPERVISOR/PRINCIPAL AND BUSINESS ADMINISTRATOR - NO REIMBURSEMENT WILL BE PROCESSED FOR ANY STAFF MEMBER WHO FAILS TO OBTAIN PRIOR APPROVAL OF THE PURCHASE

NAME: _____

LOCATION: _____

DATE: _____

AMOUNT OF REIMBURSEMENT

Vendor Paid	Item Purchased	Cash	Credit/ Debit	Total w/o Tax	*Receipt Attached

TOTAL REIMBURSEMENT REQUESTED: \$ _____

REQUIRED DOCUMENTS ATTACHED

- Payment will not be made if proper receipts or pre-approvals are not attached.

RATIONALE (why item could not be purchased via the regular purchase order process):

Account # to be charged: _____ Administrator signature _____

Approved Request for School District Travel Form is attached: _____

Post Travel Form is attached: _____

BOE Approval Date: _____

FOR BUSINESS OFFICE USE ONLY:

Requested documents verified by: _____ Date: _____

Reimbursement paid: \$ _____ Date of Payment: _____

SUBCHAPTER 7. SCHOOL DISTRICT TRAVEL POLICIES AND PROCEDURES**6A:23A-7.1 School district travel expenditures**

(a) Each school district shall ensure the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) Circulars 16-11-OMB and 11-09-OMB and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in this subchapter. If any superseding circulars of the Office of Management and Budget conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

(b) The provisions of this subchapter shall apply to charter schools. For purposes of this subchapter, the following shall apply: 1. References to "school districts" shall also mean charter schools; 2. References to "district board of education" shall also mean a charter school board of trustees; 3. References to "superintendent" shall also mean charter school lead person; and 4. References to "employee" shall also mean employee of a charter school. 84

(c) Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with New Jersey school law (N.J.S.A. 18A:1-1 et seq.) shall not be included in the district board of education policy nor authorized under this section. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

(d) School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

(e) School district travel expenditures subject to this subchapter shall include costs for all required training and all travel authorized in school district employee contracts and district board of education policies. This includes, but is not limited to, required professional development, other employee training and required training for district board of education members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of this subchapter. All such expenditures are subject to the rules in this subchapter, including, but not limited to, inclusion in the annual travel limit, prior district board of education approval, separate tracking as described at N.J.S.A. 18A:11-12.q, and per diem reimbursements.

6A:23A-7.2 District board of education policy for travel expenditures

(a) A district board of education shall implement a policy, including procedures, pertaining to travel expenditures for its employees and district board of education members that is in accordance with N.J.S.A. 18A:11-12, this subchapter, and other rules and procedures the district board of education deems appropriate.

(b) The district board of education policy pertaining to school district travel expenditures 85 shall incorporate either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and this subchapter.

(c) Through its policy and procedures, a district board of education shall ensure that all travel by its employees and district board of education members is educationally necessary and fiscally prudent. A district board of education's travel policy and procedures shall include the requirement that all school district travel expenditures are: 1. Directly related to and within the scope of the employee's or district board of education member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan; 2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and 3. In compliance with State travel payment guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The district board of education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

(d) A district board of education shall state in its policy that travel reimbursements will be paid only upon compliance with all provisions of N.J.A.C. 6A:23A-7 and the district board of education's procedures and approval requirements. The policy shall state the 86 district board of education shall not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

(e) A district board of education shall require a district board of education member to recuse himself or herself from voting on travel if the district board of education member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment.

(f) A district board of education's travel policies shall prohibit a district board of education member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the district board of education member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

6A:23A-7.3 Maximum travel budget

(a) Annually in the prebudget year, each district board of education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.

1. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
2. A district board of education may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount. If Federal funds are excluded from the established maximum amount, the district board of education shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.
3. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.

(b) A district board of education may authorize in its travel policy an annual maximum amount per employee for regular business travel only for which district board of education approval is not required.

1. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1. 2. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.
2. Shall include attendance at regularly scheduled in-State county meetings and Department sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or district board of education member.
3. Regular school district business travel as authorized in the district board of education's travel policy shall require approval of the superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - a. The superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district board of education approval.
 - b.. The superintendent shall establish in writing the internal levels of approval required prior to his or her approval of the travel event, as applicable.

6A:23A-7.4 Travel approval procedures

(a) All travel requests for employees of the school district shall be approved in writing by the superintendent and approved by a majority of the district board of education's full voting membership, except if the district board of education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3

(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

1. The superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district board of education approval.
2. The superintendent shall establish in writing the internal levels of approval required prior to his or her approval of the travel event, as applicable.

(b) All travel requests for district board of education members shall require prior approval by a majority of the district board of education's full voting membership, except where the district board of education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

(c) A district board of education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in district board of education minutes itemizes the approval by event, total cost, and number of employees and/or district board of education members attending the event. General or blanket pre-approval shall not be authorized.

(d) A district board of education policy may exclude from the requirements of prior district board of education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements. For the exclusion of prior district board of education approval to apply, the required travel event shall be detailed, with number of employee(s), district 89 board of education member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.

1. This shall not include general grant guidelines or regulations that are permissive but do not require the travel event, unless the specific travel event, number of employee(s), district board of education member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
2. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the district board of education has included in its policy a maximum amount per employee for regular business travel that does not require prior district board of education approval pursuant to N.J.A.C. 6A:23A-7.3.

(e) If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the district board of education, justification shall be included in the text of the travel request. 1. Such requests shall require prior written approval of the superintendent, or designee, and the executive county superintendent, or designee. 2. The district board of education shall ratify the request at its next regularly scheduled meeting. 3. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.

(f) Subsequent to pre-approval by a majority of the full voting membership of the district board of education, reimbursement of prospective employee travel expense shall be preapproved by the executive county superintendent.

6A:23A-7.5 Required documentation for travel

(a) The district board of education policy shall specify the type of documentation required to justify the number of employees attending an event and the benefits to be derived from their attendance;

(b) Neither the superintendent, or designee, nor the district board of education shall approve a travel request unless it includes the following information:

1. The name and date(s) of the event;
2. A list of district board of education members and/or employees to attend, either by name or title;
3. The estimated cost associated with travel;
4. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district. For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
5. The account number and funding source -- Federal, State, private, or local; and
6. For annual events, the total attendance and cost for the previous year.

(c) The school district shall maintain on file documentation that demonstrates compliance with the district board of education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

6A:23A-7.6 SBA responsibilities regarding accounting for travel

(a) The SBA or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget. The aggregate amount of all travel budgets shall not exceed the district board of education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.

(b) The SBA shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the district board of education's policy and this subchapter, and shall be in a detailed format suitable for audit.

(c) The SBA or designee shall review and approve the cost and supporting documentation required by this subchapter and submitted by the person(s) having incurred travel expense. The SBA shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the district board of education approved maximum travel expenditure amount for the budget year.

(d) The SBA shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.

(e) An district board of education employee, a district board of education member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or district board of education member and reimbursed at the conclusion of the travel event. This section shall not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).

6A:23A-7.7 Sanctions for violations of travel requirements

(a) Any district board of education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with the subchapter's travel limitations, 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 N.J.S.A. 18A:11-12 and 18A:7F-60.

(b) A person who approves any travel request or reimbursement in violation of the district board of education policy or this subchapter shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12. 1. The travel policy shall designate the chief school administrator, school business administrator, or both as the person(s) who is the final approval authority for travel and, therefore, subject to this penalty.

(c) An employee or district board of education member who violates the school district's travel policy or these rules shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.

(d) The district board of education policy shall include procedures to monitor compliance and application of the penalty upon determination a violation has occurred after district 93 board of education payment of the event. If a violation is determined prior to payment or reimbursement of the travel event, the policy may exclude application of any additional penalties.

(e) The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the district board of education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

6A:23A-7.8 Prohibited travel reimbursements

(a) A district board of education's travel policy shall state the following types of expenditures are not eligible for reimbursement:

1. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
2. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
3. Travel by district board of education members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;

4. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
5. Costs for employee attendance for coordinating other attendees' accommodations at the travel event; 6. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
7. Training to maintain a certification that is not required as a condition of employment (example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
8. Charges for laundry, valet service, and entertainment;
9. Limousine services and chauffeuring costs to, or during, the event;
10. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
11. Alcoholic beverages;
12. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
13. Gratuities or tips in excess of those permitted by Federal per diem rates;
14. Reverse telephone charges or third party calls;
15. Hospitality rooms;
16. Souvenirs, memorabilia, promotional items, or gifts;
17. Air fare without documentation of quotes from at least three airlines and/or online services; and
18. Other travel expenditures that are unnecessary and/or excessive.

6A:23A-7.9 Travel methods

- (a) For the purposes of this section, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles, and personal vehicles.
- (b) The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or district board of education member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be

submitted with a claim for reimbursement.

(c) Pursuant to OMB Travel Circulars, the following travel methods requirements shall apply:

1. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
2. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
 - i. The most economical air travel should be used, including the use of discounted and special rates.
 - ii. The following options should be considered when booking tickets:
 - (1) Connecting versus nonstop flights;
 - (2) Departing earlier or later compared to the preferred departure time;
 - (3) Utilizing alternative airports within a city, for example, Chicago, Illinois--Midway Airport versus O'Hare Airport;
 - (4) Utilizing alternative cities, for example, Newark versus Philadelphia;
 - (5) Utilizing "low cost" airlines; and
 - (6) Exploring alternate arrival and/or departure days.
 - iii. No employee or district board of education member can earn benefits as a result of school district funded travel. Employees and district board of education members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
 - iv. Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
 - (1) Is less expensive than economy;
 - (2) Avoids circuitous routings or excessive flight duration; or
 - (3) Would result in overall transportation cost savings.
 - v. All airfare other than economy and not covered by the above exceptions purchased by an employee or district board of education member shall be reimbursed only at the economy rate for the approved destination.
 - vi. Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination. vii. Airline tickets shall not be booked until all necessary approvals have been obtained.

- viii. Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the school business administrator, shall not be reimbursed.
 - ix. Justification shall accompany requests for airline ticket reimbursement when purchased by employees or district board of education members contrary to (e)2i through viii above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
3. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- i. The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
 - ii. The use of high-speed rail services, such as Acela, shall not be authorized.
 - iii. All rail travel shall be processed in the same manner as prescribed for air travel in (c)2 above.
4. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
- i. Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the district board of education's discretion for an employee or district board of education member traveling by his or her personally owned vehicle on official business.
 - (1) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
 - ii. Parking and toll charges shall be allowed in addition to mileage allowance.
 - iii. Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
 - iv. In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
 - v. All employees and district board of education members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and

effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the superintendent or designee before authorization to use privately owned cars.

vi. Employees and district board of education members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

5. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.

6. Necessary taxicab charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs may be used.

7. Cruises shall not be permitted for travel events or transportation.

6A:23A-7.10 Routing of travel

(a) Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:

1. All travel shall follow the most direct, economical, and usually traveled route. 99 Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
2. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
3. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

6A:23A-7.11 Subsistence allowance - overnight travel

(a) Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

(b) Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to (c) below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to this subchapter unless the funding acceptance agreement specifies otherwise.

(c) Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for district board of education

members and school district employees to attend in-State conferences. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multidisciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training. In addition, the sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.

1. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
 - i. The name and dates of the event;
 - ii. Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
 - iii. Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
 - iv. A description of the target audience by position title and/or educational certificate and endorsement;
 - v. Justification of the importance of the target audience attending the event;
 - vi. The cost of registration;
 - vii. A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
 - (1) The cost of the activity;
 - (2) Whether participation is mandatory or voluntary; and
 - (3) The purpose such as social, guest speaker, working session, etc.;
 - viii. A copy of agenda or program for the event;
 - ix. A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
 - x. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
 - xi. For annual events, total attendance, and registration cost for the previous year.

(d) If a waiver of the prohibition on overnight travel is granted pursuant to this section, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds

50 miles.

(e) Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.

(f) The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements:

1. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard CONUS per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
2. Pursuant to N.J.S.A. 18A:11-12(o), reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
 - i. If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
 - ii. If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
3. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
4. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
5. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12o(3).
6. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district board of education member. In such cases, receipts shall be submitted for all costs, including meals.

7. Employees and district board of education members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
8. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

6A:23A-7.12 Meal allowance -- special conditions -- and allowable incidental travel expenditures

(a) Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within this subchapter.

(b) A meal allowance may be provided to employees or district board of education members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.

(c) Lunch for off-site training sessions may be authorized for an amount up to \$7.00 per person only when it is necessary that employees or district board of education members remain at a site other than their school district and there are no viable options for lunch at the off-site location.

1. Per N.J.S.A. 18A:11-12.a(1)(d), employee and district board of education member retreats shall be held onsite unless there is no school district site available.
2. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See (d) below.)
3. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.

(d) Subsistence expenses for an employee or district board of education member shall not be allowed within the school district or within a radius of 10 miles thereof, except for meals expressly authorized by and in accordance with this section. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and inservice days.

(e) Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10.00 and \$15.00, respectively, that an employee or district board of education member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or board of education member's responsibilities.

1. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.

(f) Regular meetings, special meetings, and work sessions of the district board of education shall be limited to light meals and refreshments for all district board of education members.

1. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
2. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
3. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
4. The average cost per meal shall not exceed \$10.00.
5. The school district shall purchase or prepare food that is sufficient to provide each district board of education member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended leftover food should be donated to a charitable shelter or similar facility, if at all possible.

(g) Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.

1. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
2. Employees and district board of education members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or district board of education member 106 certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
3. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

6A:23A-7.13 Records and supporting documents

(a) All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.

(b) The travel voucher shall be completed by the employee or district board of education member to document the details of the travel event. The travel voucher shall be signed by the employee or district board of education member to certify the validity of the charges for which reimbursement is sought.

The form also shall bear the signatures of approval officials for processing.

(c) Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.

(d) In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.

(e) Documentation for requests for travel reimbursement shall show:

1. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
2. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
3. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
4. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
5. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
6. Personal charges on a hotel bill shall be deducted and shown on the bill;
7. When lodging is shared jointly, the fact shall be stated on the travel voucher;
8. Where travel is not by the most economical, usually traveled route, the employee or district board of education member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
9. When travel is authorized in the employee's or district board of education member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
10. Reimbursement requests shall be supported by other receipts as required;
11. The voucher shall be itemized; and
12. Reimbursement requests shall be rendered monthly when in excess of \$ 25.00. Travel for a single travel event shall be reported as soon as possible after the trip.

(f) All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as

possible after June 30 regardless of amount, notwithstanding (e)12 above.

(g) Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.