

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: REIMBURSEMENT OF TRAVEL EXPENSES FOR STAFF AND STUDENTS

I. Reimbursement for Travel Expenses

Employees of the Board of Education shall be reimbursed for travel expenses incurred in carrying out regular school assignments or in making trips on regular school district business when so authorized by the Superintendent of Schools.

Reimbursement for travel expenses shall be made in accordance with rules and regulations developed by the Superintendent of Schools. Reimbursement shall be allowed at the rate authorized by the annual State Appropriations Act of \$0.31 per mile.

II. Regulations for Reimbursement for Travel Expenses

A. General Provisions

1. To be eligible for reimbursement travel expenses must be approved in advance by the Superintendent of Schools, or designee.
2. Reimbursement for local travel will be made semiannually on the following basis.
 - a. Claims based on mileage will be submitted by employee (department chairpersons, attendance officer) on regular vouchers, semiannually. (Jan. and June)
 - b. A single voucher for each employee with monthly or annual travel allowances will be processed in the Central Office, semiannually. (Jan. and June)
3. Claims for reimbursement for out-of-town regular school district business travel expenses may be submitted for approval and payment immediately following the trip, at the convenience of the employee, and will be made in pursuant to State Department of Education regulations.

B. Local Travel

1. Employees whose regular assignment require travel within the school day* between two or more schools, will be eligible for travel reimbursement at annual rates listed in Administrative Regulation, Rules on Reimbursement for Travel, 3541.31.
2. School nurses responding to emergency calls from other schools will be eligible for travel reimbursement at the rate authorized by the annual State Appropriations Act of \$0.31 per mile.

*Travel to or from a school at the beginning or close of the day is not considered eligible for reimbursement.

3. Travel among the schools required of department chairpersons and the part-time attendance officer will be reimbursed at the rate authorized by the annual State Appropriations Act of \$0.31 per mile.

4. Travel among the schools and/or to local residences by Child Study Team members will be reimbursed at monthly rates as indicated in the agreement between the Cranford Board of Education and the Cranford Education Association.
5. Administrative/supervisory personnel as listed below will be paid travel allowances at the monthly rate of \$27.47* during their contract year.
 - a. Superintendent of Schools
 - b. Assistant Superintendent for Administration
 - c. School Business Administrator/Board Secretary
 - d. Assistant Superintendent for and/or Director of Curriculum and Instruction
 - e. Director and/or Supervisor of Special Services
 - f. Supervisor of Technology
 - g. Director of Buildings and Grounds
 - h. Director of Athletics
 - i. Projects Manager
 - j. Systems Manager

C. Out of Town Regular School District Business Travel

1. Travel by public conveyance will be reimbursed pursuant to State Department of Education regulations.
2. Travel by the employee's automobile will be reimbursed at the rate authorized by the annual State Appropriations Act of \$0.31 per mile, in addition to related expenses for such items as tolls and parking, and will be made in pursuant to State Department of Education regulations.

III. Reimbursement for Student Travel Expenses

1. Students shall be reimbursed for pre-approved expenses, with receipts, at the following rates:
 1. Registration fees to a maximum of \$100.00 per event/activity.
 2. Lodging to a maximum of \$150.00 per night.
 3. Meals to a maximum of \$35.00 per day.
 4. Total student reimbursement per event/activity will be a maximum of \$840.00.
2. Parent expenses, if applicable, will be the responsibility of the student's parents.

*Note: Item B. 5. also specifies dollar amounts which are based on the rate authorized by the annual State Appropriations Act of \$0.31 per mile. If this rate changes, these dollar amounts will be automatically adjusted.

Possible

Cross Reference: 9250 Travel Expenses

Adopted: April 7, 1964
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