

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**ADMINISTRATIVE REGULATION**

**RULES ON REIMBURSEMENT FOR TRAVEL**

Administrative regulations to Implement and Administer Board Policy on Reimbursement for Travel and Use of Privately Owned Cars.

**GENERAL**

1. Provisions of the Policy on Reimbursement for Travel will be administered through the Central Office by the Superintendent of Schools or designee.
2. All travel to be reimbursed shall have *prior* approval of the Superintendent of Schools or designee.
3. Persons who qualify for travel reimbursement *because of their job assignments* will be notified by the Central Office at the beginning of the school year, or at the beginning of their eligible status within the school year. The Business Office will be furnished the eligible list.
4. Payment of approved monthly or annual travel allowance will be initiated by the Assistant Superintendent for Administration and processed in the Business Office semiannually without the filing of individual vouchers.
5. Employees who are not on the eligible and approved list but who feel the policy does or should apply to them should so advise the Assistant Superintendent for Administration.
6. The following distances and annual mileage will be used to compute semiannual payments for employees eligible for same based on the rate authorized by the annual State Appropriations Act of \$0.31 per mile.

ONE-HALF MILE (Annual Miles 93)

Brookside and High School  
Hillside and Lincoln  
Livingston and Walnut

ONE MILE (Annual Miles 186)

Hillside and Walnut  
Lincoln and Livingston  
Lincoln and Walnut

ONE AND ONE-HALF MILES (Annual Miles 279)

High School and Orange  
Livingston and Hillside  
Bloomingdale and Orange  
Bloomingdale and Hillside  
Bloomingdale and Lincoln

TWO MILES (Annual Miles 372)

Brookside and Lincoln	Bloomingdale and Brookside	Orange and Lincoln
Brookside and Livingston	Bloomingdale and Hillside	Orange and Walnut
Brookside and Orange	Bloomingdale and Walnut	High School and Walnut
Brookside and Walnut	Bloomingdale and Livingston	High School and Lincoln
Hillside and Orange	High School and Livingston	

TWO AND ONE-HALF MILES (Annual Miles 465)

Hillside and Brookside Hillside and High School  
Livingston and Orange

Distances of less than one-half mile were counted as a half mile. Other distances were rounded out to the nearest half mile.

Reimbursements will be paid at the end of January and balance at close of school year.

In the event a traveling teacher is absent thirty (30) or more days during the school year, a deduction will be made from the payment that is due to reflect the per diem rate.

7. If private conveyance is not available, the cost of local taxi service is reimbursable.
8. Claims for reimbursement for local travel by personnel not regularly assigned to two or more buildings (i.e., department chairpersons, attendance officer), computed on the basis of miles traveled, will be submitted on regular vouchers as of February 1<sup>st</sup> and May 15<sup>th</sup>, estimate for May 15 - June 30 to be paid July based on actual mileage of each school year, or at the termination of employment within the school year.
9. The claim for reimbursement (voucher\*) will show:
  1. Names of schools from and to which trip was made.
  2. Number of trips of each type made during period covered by voucher.

\* Voucher forms for this purpose are available from the principal or Building Office.

Transportation of Students for Approved School Field Trips

It is permissible for privately owned vehicles to be used to transport students on approved field trips and athletic events. Please consult with your principal for further information if this seems to be the most desirable way to transport students for your activity.

Rules: 6/64  
Revised: 8/88  
Revised: 1/91 (Retroactive to July 1, 1990)  
Revised: 6/94  
Revised: 12/96  
Revised: 8/08

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