

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

**REIMBURSEMENT FOR CONFERENCE EXPENSES FOR
REGIONAL/NATIONAL STUDENT HONORS**

The Cranford Board of Education believes that student achievement at all levels of the school system should be recognized in a manner appropriate to the specific award or honor. The Board of Education supports both curricula and co-curricula programs and accompanying student awards and/or honors.

The Board will sponsor students that have been recognized as regional and/or national honors. Supervisors and/or teachers are responsible for notifying the appropriate building principal prior to the application process. The notification should include, at a minimum, name of sponsoring organization, location and date(s) of the event, name(s) of student applicants, and estimated cost(s).

The Board will reimburse pre-approved student expenses, with receipts, at the following rates:

Registration fees to a maximum of \$100.00 per event/activity.
Lodging to a maximum of \$150.00 per night.
Meals to a maximum of \$35.00 per day.
Total student reimbursement per event/activity will be \$840.00.

Teacher chaperone(s) will be selected jointly by the Supervisor and the building Principal, and submitted with estimated expenses for approval by the Superintendent of Schools or designee.

Parent expenses, if applicable, will be the responsibility of the student's parents.

Cross Reference:	3541.31	Reimbursement for Travel
	5126	Recognition and Awards for Student and Staff Achievement
	5126.1	National Honor Society

Regulation placed into effect: January 2, 2002
Revised: August 25, 2008