

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: REIMBURSEMENT OF EXPENSES

Employees of the Cranford Board of Education, both instructional and non-instructional, shall be reimbursed for expenses (registration fees, travel, meals and lodging) incurred while attending any meetings, conferences, or conventions, on behalf of the Cranford School District, subject to the approval of the Superintendent of Schools or designee.

Reimbursement shall be made only in cases where the employee has made prior written application for permission to be absent (using the Application for Professional Activities Form) and has received written approval for same.

The application shall include the type and purpose of the meeting or activity, the dates involved, the location, and an estimate of the expenses for which the employee will request reimbursement: registration fees, travel allowance, at IRS rate for own conveyance or actual cost of public transportation, meals and lodging.

Prior Board of Education approval shall be required for attendance at any meeting for which the estimated reimbursable expense is in excess of Three Hundred Fifty dollars (\$350.00).

The usual vouchers and attached receipts shall be submitted in the prescribed manner for such reimbursement.

Cross Reference: 3541.31 Reimbursement for Travel

Adopted: November 18, 1975
Revised: December 19, 1988
Revised: April 14, 1997
Revised: February 25, 2002
Revised: March 27, 2006