The following are only highlights. Please refer to **The Standard Operating Procedures** **Manual** (Business Office Website) for all Legal Citations.

**Travel Procedures**

**TYPES OF TRAVEL**

Training and Seminars

Conventions and Conferences

School District sponsored events

Regular school district business travel

**PROCEDURES FOR**

* In-State Travel
* Out-of-State Travel for 5 or Less Individuals and Amount Less Than $5,000.00
* Out-of-State Travel Requiring Executive County Superintendent’s Approval for 6 or More Individuals or Amount More Than $5,000.00 Regardless of the Number of Attendees
* **Out of the Country** Travel Requiring Executive County Superintendent’s Approval Regardless of the Cost or Number of Attendees

**School Business Travel-Administrative Code N.J.A.C.6A:23A-5.9**

**A person who approves any travel in violation of the district’s policy or these rules and the employee or member of the board of education who travels shall be required to reimburse the school district in an amount equal to three (3) times the cost associated with attending the event pursuant to N.J.S.A.18A:11-12**

**Advance Payment is Prohibited – Ref. 18A:11-12j & 6A:23A-7.7(e) pursuant to N.J.S.A. 18A:19-1 et seq.**

**Procedures for In-State Travel**

* **Maximum Travel Amount per Employee $1,500.00 Limit**. Pursuit to N.J.A.C. 6A:23A-7.3(b) (1) and shall be subject to approval requirements in N.J.S.A 18A:19-1, the Board of Education authorizes an annual maximum amount per employee for regular business travel not to exceed $1,500.00. Any additional travel amount beyond the maximum amount requires Board of Education approval
* Board approved resolution is required for a one day seminar, conference or professional development when the registration fee exceeds **$150.00**
* Approvals **MUST** be completed **PRIOR** to the event
* The approval process includes all of the following steps:

1. Obtain written approval from immediate Supervisor/Principal
2. Complete the request for the **“District Approval-In State Travel”** (form is on the District website-Business Office)
3. Initiate a resolution (If registration fee exceeds $150.00 and/or overnight stay)
4. Submit the travel request and resolution to the Business Administrator for approval or denial, **based on fund availability**
5. If approved, the Business Administrator will forward to the Office of the Assistant Superintendent for Curriculum and Instruction
6. Once approved at the Curriculum Committee meeting, resolution will be forwarded to the Business Office to submit for approval at the monthly board meeting
7. Once approved at the board meeting, a requisition **MUST BE** entered in Edu-Met by the requester/attendee, all back up including registration forms **MUST BE** sent to the Accounting Department
8. The Accounting Department will send the purchase order along with the registration forms to the sponsoring organization
9. Please **PLAN AHEAD** and adhere to the Curriculum Committee and the Board Meeting schedules
10. A Professional Development Reflection and Report Form must be **received two weeks** after the workshop and submitted to the Curriculum Office (form on the Accounting Website) (reimbursement will be held for receipt of the PDR form) (N.J.S.A.18A:11-12(4)(d)) **All reimbursements must be submitted 2 weeks after the PD.**

* **One day trips** - N.J.S.A.18A:11-12(4) (n) that do not involve overnight lodging are **not** eligible for any meal and incidental expense reimbursement. Only eligible for mileage, tolls and parking, receipts are required as noted in NJ Circular 12-14 OMB and N.J.A.C.6A:23A-7.11(a)
* Reimbursement: **Enter a requisition in Edu-Met**

1. Complete the mileage log on the Accounting Website (Number of miles X .**47**/mile)
2. Attach a Google Map (or similar)
3. Mileage log must be signed by an administrator
4. Attach a valid copy of a vehicle insurance identification card and the registration card (N.J.A.C.6A:23A-7.9(c)(4v) & 6A:23A-7.13(e-9)
5. Attach a copy of the Professional Development Reflection and Report Form (N.J.S.A.18A:11-12(4)(d))
6. Add in the description of the requisition; name of event, date, location, mileage, parking and tolls if applicable. (Meals should be added if it is an overnight event)
7. List all expenses according to the receipts
8. Attach all original receipts including EZ PASS statement (if receipts not available) to the requisition screen (meals and incidentals are not eligible expense reimbursement for one day trip-see exception below)
9. Approve requisition
10. Once purchase order is approved, a payment will be processed at the board meeting

* Overnight travel is **PROHIBITED** within the State of New Jersey in accordance with NJ Circular 12-14 OMB Section X-B.
* **Exception** – Commissioner’s waiver to the sponsoring organization
* If waiver granted, follow steps 1 – 10 above
* Meals and incidentals are reimbursable, however, must adhere to the GSA per diem rate per location (www.gsa.gov or link on the Accounting Website) Receipts are not required
* Lodging is reimbursable, however, must adhere to the GSA per diem rate per location (www.gsa.gov or link on the Accounting Website) Exception-lodging expense may exceed the federal per diem rates if the hotel is the site of the event and the going rate of the hotel is in excess of federal per diem rates
* Mileage, tolls and parking are reimbursable
* Follow steps 1 – 10 when submitting for reimbursement. Include **original receipt** for lodging.

***\*\*\*\*DO NOT HIGHLIGHT RECEIPTS***

***\*\*\*\*Receipts must be taped on blank paper, in date order and specify the type of expense***

***\*\*\*\*Credit card receipts alone are not acceptable***

**REQUEST FOR DISTRICT APPROVAL**

**IN STATE TRAVEL**

Directions: Complete a form for each individual in the district requesting to attend an in-state travel. Incomplete forms and those without the required documentation and signatures will be returned unsigned. All travel must have prior board approval. For information related to lodging and per diem rates, refer to *http:www.gsa.gov*, and for eligible subsistence/reimbursement, refer to N.J.S.A. 18A: 11-12; N.J.A.C. 6A:23A-5.8; 5.9 and New Jersey 0MB **Circulars:** 06-14-0MB and 08-19-0MB.

Participants’

Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Returning Date/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate type of Travel Event: 🞎 Training/Seminar 🞎 Convention/Conference-Regular School Business

🞎 Retreat 🞎 Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List goals and objectives from the district’s Professional Development Plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FUNDING BREAKDOWN**

Registration: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Costs: $\_\_\_\_\_\_\_\_\_\_\_

Airfare: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking: $\_\_\_\_\_\_\_\_\_\_\_\_ Taxi: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Lodging: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Other Costs (provide explanation and breakdown) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*For Lodging, indicate if the hotel is the site of event/conference: Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_**

Account(s) Budgeted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Amount in Budgeted Account: $\_\_\_\_\_\_\_\_

**Business Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

*(Please obtain first)* *Signature*

**Asst. Supt. for Curr./Instruction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

*Signature*

**Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_** *Signature*

**District Board of Education approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procedures for Out-Of-State Travel for 5 or Less Individuals And Amount Less Than $5,000.00**

* Approvals **MUST** be completed **PRIOR** to the event
* The approval process includes all of the following steps:

1. Obtain written approval from immediate Supervisor/Principal
2. Complete the request for “**District Approval-Out of State Travel for 5 or less Individuals or amount less** **than $5,000.00**” (form is on the District website-Business Office)
3. Initiate a resolution (resolution is required for out-of-state travel regardless of registration fee)
4. Submit the travel request and resolution to the Business Administrator for approval or denial, **based on fund availability**
5. If approved, the Business Administrator will forward to the Office of the Assistant Superintendent for Curriculum and Instruction
6. Once approved at the Curriculum Committee meeting, resolution will be forwarded to the Business Office to submit for approval at the monthly board meeting
7. Once approved at the board meeting, a requisition **MUST BE** entered in Edu-Met by the requester/attendee, all back up including registration forms **MUST BE** sent to the Accounting Department
8. The Accounting Dept. will send the purchase order along with the registration forms to the sponsoring organization
9. Please **PLAN AHEAD** and adhere to the Curriculum Committee and the Board Meeting schedules

* After all approvals are received, travel arrangements can be made

1. Air and rail tickets shall be purchased via the internet, using online travel services such as Travelocity, Expedia or Hotwire
2. Reimbursement for air fare without documentation from at least three airlines and/or services is prohibited N.J.A.C. 6A:23A-7.8(a-17)
3. The most economical air travel should be used, including discounted and special rates, connecting flights, arrival times or utilizing alternative airports
4. **No employee or board member can earn benefits as a result of school district funded travel, for example, frequent flyer benefits or credit card rewards (6A:23A-9)**
5. One baggage fee will be approved for reimbursement
6. Secure hotel reservation with a credit card.
7. The lodging rate must adhere to the GSA per diem rate per location (www.gsa.gov or link on the District Website-Accounting) Exception-lodging expense may exceed the federal per diem rates if the hotel is the site of the event and the going rate of the hotel is in excess of federal per diem rates
8. Reimbursement for transportation from airport to hotel/conference site is allowed
9. Meals are set by the GSA per diem rate per location (www.gsa.gov or link on the District Website-Accounting) Receipts are not required

* Reimbursement: **Enter a requisition in Edu-Met and attach all back-up**

1. Complete the mileage log on the Accounting Website (Number of miles X .**47**/mile)
2. Attach a Google Map (or similar)
3. Mileage log must be signed by an administrator
4. Attach a valid copy of a vehicle insurance identification card and the registration card (N.J.A.C.6A:23A-7.9(c)(4v) & 6A:23A-7.13(e-9)
5. Attach a copy of the Professional Development Reflection and Report Form (N.J.S.A.18A:11-12(4)(d))
6. Add in the description of the requisition; name of event, date, location, meals, mileage, parking and tolls if applicable, air travel receipt, baggage fee, hotel, taxi …
7. List all expenses according to the receipts
8. Approve requisition
9. Once purchase order is approved, a payment will be processed at the board meeting

***\*\*\*\*DO NOT HIGHLIGHT RECEIPTS***

***\*\*\*\*Receipts must be taped on blank paper, in date order and specify the type of expense***

***\*\*\*\*Credit card receipts alone are not acceptable***

**REQUEST FOR DISTRICT APPROVAL**

**OUT OF STATE TRAVEL FOR 5 OR LESS INDIVIDUALS AND AMOUNT LESS THAN $5,000**

Directions: Complete a form for each individual in the district requesting to attend an out-of-state travel. Incomplete forms and those without the required documentation and signatures will be returned unsigned. All travel must have prior board approval. For information related to lodging and per diem rates, refer to *http:www.gsa.gov*, and for eligible subsistence/reimbursement, refer to N.J.S.A. 18A: 11-12; N.J.A.C. 6A:23A-5.8; 5.9 and New Jersey 0MB **Circulars:** 06-14-0MB and 08-19-0MB.

Participants’

Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Returning Date/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate type of Travel Event: 🞎 Training/Seminar 🞎 Convention/Conference-Regular School Business

🞎 Retreat 🞎 Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List goals and objectives from the district’s Professional Development Plan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FUNDING BREAKDOWN**

Registration: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Costs: $\_\_\_\_\_\_\_\_\_\_\_

Airfare: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking: $\_\_\_\_\_\_\_\_\_\_\_\_ Taxi: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Lodging: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Other Costs (provide explanation and breakdown) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*For Lodging, indicate if the hotel is the site of event/conference: Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_**

Account(s) Budgeted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Amount in Budgeted Account: $\_\_\_\_\_\_\_\_

**Business Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

*(Please obtain first)* *Signature*

**Asst. Supt. for Curr./Instruction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

*Signature*

**Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_** *Signature*

**District Board of Education approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procedures for OUT-OF-STATE Travel For 6 Or More Individuals or Amount More Than $5,000.00**

**REGARDLESS OF THE NUMBER OF ATTENDEES REQUIRES EXECUTIVE COUNTY SUPERINTENDENT’S APPROVAL**

**Pursuant to N.J.A.C. 6A:23A-5.9(c), written approval is required from the Executive County Superintendent when an out of state travel event has a total cost that exceeds $5,000.00 regardless of the number of attendees, or if more than five individuals from the district are to attend.**

* Approvals **MUST** be completed **PRIOR** to the event
* The approval process includes all of the following steps:

1. Obtain written approval from immediate Supervisor/Principal
2. Complete the request for “**District Approval-Out of State Travel for 6 or More Individuals or Amount More** **than $5,000.00**” (form is on the District website-Business Office)
3. Initiate a resolution (resolution is required for out-of-state travel regardless of registration fee)
4. Submit the travel request and resolution to the Business Administrator for approval or denial, **based on fund availability**
5. If approved, the Business Administrator will forward to the Office of the Assistant Superintendent for Curriculum and Instruction
6. Once approved at the Curriculum Committee meeting, resolution will be forwarded to the Business Office to submit for approval at the monthly board meeting
7. Business Office will submit the resolution for board approval at the monthly board meeting
8. Once approved at the board meeting, The Business Office will send the request to the **Executive County Superintendent** for approval
9. Once approved by the **Executive County Superintendent**, a requisition must be entered in Edu-Met by the requester/attendee, all back up including registration forms **MUST BE** sent to the Accounting Department
10. The Accounting Dept. will send the purchase order along with the registration forms to the sponsoring organization
11. Please **PLAN AHEAD** and adhere to the Curriculum Committee and the Board Meeting schedules

* After all approvals are received, travel arrangements can be made

1. Air and rail tickets shall be purchased via the internet, using online travel services such as Travelocity, Expedia or Hotwire
2. Reimbursement for air fare without documentation from at least three airlines and/or services is prohibited N.J.A.C. 6A:23A-7.8(a-17)
3. The most economical air travel should be used, including discounted and special rates, connecting flights, arrival times or utilizing alternative airports
4. **No employee or board member can earn benefits as a result of school district funded travel, for example, frequent flyer benefits or credit card rewards (6A:23A-.9)**
5. One baggage fee will be approved for reimbursement
6. Secure hotel reservation with a credit card.
7. The lodging rate must adhere to the GSA per diem rate per location (www.gsa.gov or link on the Accounting Website) Exception-lodging expense may exceed the federal per

diem rates if the hotel is the site of the event and the going rate of the hotel is in excess of federal per diem rates

1. Reimbursement for transportation from airport to hotel/conference site is allowed
2. Meals are set by the GSA per diem rate per location (www.gsa.gov or link on the Accounting Website) Receipts are not required

* Reimbursement Enter a requisition in Edu-Met

1. Complete the mileage log on the Accounting Website (Number of miles X **.47**/mile) if applicable
2. Attach a Google Map (or similar)
3. Mileage log must be signed by an administrator
4. Attach a copy of a valid insurance identification card and a valid registration card (N.J.A.C.6A:23A-7.9(c)(4v) & 6A:23A-7.13(e-9)
5. Attach a copy of the Professional Development Report Form (N.J.S.A.18A:11-12(4)(d)) (form on the Accounting Website)
6. Attach original receipts for air travel, baggage fee, hotel, taxi, mileage, parking and tolls (if applicable)
7. Add in the description; name of the event, location, date, meals, hotel, airfare, etc.
8. Attach all original receipts including EZ PASS statement (if receipts not available) to the requisition, receipts for meals are not required
9. List all expenses according to the receipts
10. Approve requisition
11. Once purchase order is approved, a payment will be processed at the board meeting

***\*\*\*\*DO NOT HIGHLIGHT RECEIPTS***

***\*\*\*\*Receipts must be taped on blank paper, in date order and specify the type of expense***

***\*\*\*\*Credit card receipts alone are not acceptable***

**REQUEST FOR EXECUTIVE COUNTY SUPERINTENDENT’S APPROVAL**

**OUT OF STATE TRAVEL FOR 6 OR MORE INDIVIDUALS OR AMOUNT GREATER THAN $5000 REGARDLESS OF NUMBER OF ATTENDEES**

Directions: Complete a form for each individual in the district requesting to attend an out-of-state travel. Incomplete forms and those without the required documentation and signatures will be returned unsigned. All travel must have prior board approval. For information related to lodging and per diem rates, refer to *http:www.gsa.gov,* and for eligible subsistence/reimbursement, refer to N.J.S.A. 18A: 11-12; N.J.A.C. 6A:23A-5.8; 5.9 and New Jersey 0MB **Circulars:** 06-14-0MB and 08-19-0MB.

**District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JUSTIFICATION OF NEED**

Provide justification of need: 1) relationship of attendance at this event to the critical instructional and operational needs of the district, including, link to the Core Curriculum Content Standards; 2) explanation as to how those attending will share what they learned with others in the school district; 3) documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means; and 4) explanation as to how the request is consistent with best practices in professional development.   
AGENDA/ITINERARY: For each day, include the title and time of workshops to be attended. Attach the itinerary.

**Business Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

*(Please obtain first)* *Signature*

**Asst. Supt. for Curr./Instruction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

*(Please obtain first) Signature*

**Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_** *Signature*

**District Board of Education Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST FOR EXECUTIVE COUNTY SUPERINTENDENT’S APPROVAL**

**OUT OF STATE TRAVEL FOR 6 OR MORE INDIVIDUALS OR AMOUNT GREATER THAN $5000 REGARDLESS OF NUMBER OF ATTENDEES**

|  |
| --- |
| **PARTICIPANTS’ NAME(S) TITLE Departure Date/Time Returning Date/Time**  **Indicate type of Travel Event**: Training/Seminar Convention/Conference- Regular School Business  Retreat  Other (specify) |
| **FUNDING BREAKDOWN** |
| Registration: $ Meals: $ Other Costs: $ |
| Airfare: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking: $\_\_\_\_\_\_\_\_\_\_\_ Total Requested: $\_\_\_\_\_\_\_\_\_\_  \*\*Lodging: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Taxi: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\* Other Costs** (provide explanation and breakdown):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Account(s) Budgeted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Amount in Budgeted Account: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\*\*\* For lodging, indicate if the hotel is the site of event/conference**: Yes\_\_\_\_\_\_ No \_\_\_\_\_\_\_ |
| List goals and objectives from the district’s Professional Development Plan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **For County Office Use Only** |  |
| Approval Granted:\_\_\_\_\_\_\_\_\_\_\_\_ Request Denied:\_\_\_\_\_\_\_\_\_\_\_\_\_ | No Action Taken |
| Approved Costs: |  |
| Registration: $ Meals: $ | Other Costs: $ |
| Airfare: $ Parking: $ Total Approved: $  Lodging $ Taxi: $ | |
| Middlesex Executive County Superintendent: Approved \_\_\_\_\_\_ Disapproved \_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ | |

**Procedures for OUT OF THE COUNTRY Travel REGARDLESS OF COST OR NUMBER OF ATTENDEES REQUIRES EXECUTIVE COUNTY SUPERINTENDENT’S APPROVAL**

**Pursuant to N.J.A.C. 6A:23A-5.9(c), written approval is required from the Executive County Superintendent when an out of state travel event has a total cost that exceeds $5,000.00 regardless of the number of attendees, or if more than five individuals from the district are to attend.**

* Approvals **MUST** be completed **PRIOR** to the event
* The approval process includes all of the following steps:

1. Obtain written approval from immediate Supervisor/Principal
2. Complete the request for “**District Approval-Out of State Travel for 6 or More Individuals or Amount More** **than $5,000.00**” (form is on the District website-Business Office)
3. Initiate a resolution (resolution is required for out-of-state travel regardless of registration fee)
4. Submit the travel request and resolution to the Business Administrator for approval or denial, **based on fund availability**
5. If approved, the Business Administrator will forward to the Office of the Assistant Superintendent for Curriculum and Instruction
6. Once approved at the Curriculum Committee meeting, resolution will be forwarded to the Business Office to submit for approval at the monthly board meeting
7. Business Office will submit the resolution for board approval at the monthly board meeting
8. Once approved at the board meeting, The Business Office will send the request to the **Executive County Superintendent** for approval
9. Once approved by the **Executive County Superintendent**, a requisition must be entered in Edu-Met by the requester/attendee, all back up including registration forms **MUST BE** sent to the Accounting Department
10. The Accounting Dept. will send the purchase order along with the registration forms to the sponsoring organization
11. Please **PLAN AHEAD** and adhere to the Curriculum Committee and the Board Meeting schedules

* After all approvals are received, travel arrangements can be made

1. Air and rail tickets shall be purchased via the internet, using online travel services such as Travelocity, Expedia or Hotwire
2. Reimbursement for air fare without documentation from at least three airlines and/or services is prohibited N.J.A.C. 6A:23A-7.8(a-17)
3. The most economical air travel should be used, including discounted and special rates, connecting flights, arrival times or utilizing alternative airports
4. **No employee or board member can earn benefits as a result of school district funded travel, for example, frequent flyer benefits or credit card rewards (6A:23A-.9)**
5. One baggage fee will be approved for reimbursement
6. Secure hotel reservation with a credit card.
7. The lodging rate must adhere to the GSA per diem rate per location (www.gsa.gov or link on the Accounting Website) Exception-lodging expense may exceed the federal per
   1. diem rates if the hotel is the site of the event and the going rate of the hotel is in excess of federal per diem rates
8. Reimbursement for transportation from airport to hotel/conference site is allowed
9. Meals are set by the GSA per diem rate per location (www.gsa.gov or link on the Accounting Website) Receipts are not required

* Reimbursement

1. Complete the mileage log on the Accounting Website (Number of miles X .35/mile) if applicable
2. Attach a MapQuest (or similar)
3. Mileage log must be signed by an administrator
4. Attach a copy of a valid insurance identification card and a valid registration card (N.J.A.C.6A:23A-7.9(c)(4v) & 6A:23A-7.13(e-9)
5. Attach a copy of the Professional Development Report Form (N.J.S.A.18A:11-12(4)(d)) (form on the Accounting Website)
6. Attach original receipts for air travel, baggage fee, hotel, taxi, mileage, parking and tolls (if applicable)
7. Enter a requisition in Edu-Met
8. Add in the description: name of the event, location, date, meals, hotel, airfare, etc.
9. Attach all original receipts including EZ PASS statement (if receipts not available) to the requisition, receipts for meals are not required
10. Send requisition with all pertaining backup to the Accounting Department
11. Once purchase order is approved, a payment will be processed at the board meeting

***\*\*\*\*DO NOT HIGHLIGHT RECEIPTS***

***\*\*\*\*Receipts must be taped on blank paper, in date order and specify the type of expense***

***\*\*\*\*Credit card receipts alone are not acceptable***

**Procedures for OUT OF THE COUNTRY Travel REGARDLESS OF COST OR NUMBER OF ATTENDEES REQUIRES EXECUTIVE COUNTY SUPERINTENDENT’S APPROVAL**

Directions: Complete a form for each individual in the district requesting to attend an out of the country travel. Incomplete forms and those without the required documentation and signatures will be returned unsigned. All travel must have prior board approval. For information related to lodging and per diem rates, refer to *http:www.gsa.gov,* and for eligible subsistence/reimbursement, refer to N.J.S.A. 18A: 11-12; N.J.A.C. 6A:23A-5.8; 5.9 and New Jersey 0MB

**Circulars:** 06-14-0MB and 08-19-0MB.

**District Name: Request Submission Date:**

**Name of Event: Event Location:**

**District Contact Name: Phone: Fax:**

**JUSTIFICATION OF NEED**

Provide justification of need: 1) relationship of attendance at this event to the critical instructional and operational needs of the district, including, link to the Core Curriculum Content Standards; 2) explanation as to how those attending will share what they learned with others in the school district; 3) documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means; and 4) explanation as to how the request is consistent with best practices in professional development.   
AGENDA/ITINERARY: For each day, include the title and time of workshops to be attended. Attach the itinerary.

**Business Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_**

*(Please obtain first)* *Signature*

**Ass’t. Superintendent for Curr./Instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

*(Please obtain first) Signature*

**Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Signature*

**District Board of Education Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procedures for OUT OF THE COUNTRY Travel REGARDLESS OF COST OR NUMBER OF ATTENDEES REQUIRES EXECUTIVE COUNTY SUPERINTENDENT’S APPROVAL**

|  |
| --- |
| **PARTICIPANTS’ NAME(S) TITLE Departure Date/Time Returning Date/Time**  **Indicate type of Travel Event**: Training/Seminar Convention/Conference- Regular School Business  Retreat  Other (specify) |
| **FUNDING BREAKDOWN** |
| Registration: $ Meals: $ Other Costs: $ |
| Airfare: $ Parking: $ Total Requested: $  \*\*Lodging: $ Taxi: $  **\* Other Costs** (provide explanation and breakdown):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Account(s) Budgeted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Amount in Budgeted Account: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\*\*\* For lodging, indicate if the hotel is the site of event/conference**: YES\_\_\_\_\_\_ No \_\_\_\_\_\_\_ |
| List goals and objectives from the district’s Professional Development Plan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **For County Office Use Only** |  |
|  |  |
| Approval Granted:\_\_\_\_\_\_\_\_\_\_\_\_ Request Denied:\_\_\_\_\_\_\_\_\_\_\_\_\_ | No Action Taken |
| Approved Costs: |  |
| Registration: $ Meals: $ | Other Costs: $ |
| Airfare: $ Parking: $ Total Approved: $  Lodging $ Taxi: $ | |
| Middlesex Executive County Superintendent: Approved \_\_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ | |