

Conference and Travel Expenditures

In accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, Board policy, and all applicable New Jersey statutes and administrative regulations, the Board of Education authorizes attendance at approved conferences, conventions, seminars, workshops, training programs, and other official travel activities that support the educational mission and operational needs of the district.

All travel expenditures shall be reasonable, necessary, and directly related to the conduct of official school district business.

Prior Authorization

All travel requests for attendance at conferences, seminars, workshops, conventions, retreats, training activities, or other official district business shall require prior written approval through the district's established approval process before any registration, reservation, or financial obligation is incurred.

Requests for travel authorization shall include:

- the purpose and educational or operational relevance of the travel;
- the dates and location of the event;
- a complete estimate of all anticipated costs, including registration fees, lodging, transportation, meals, parking, tolls, and related expenses; and
- all required administrative approvals prior to submission for Board of Education approval, when applicable.

No employee shall register for, attend, or incur expenses related to travel activities without the required prior approvals.

Reimbursement Standards

Reimbursement for approved travel expenditures shall be made only upon submission of appropriate documentation and in accordance with applicable State regulations, Board policy, and established district procedures.

Allowable reimbursements may include:

- registration or conference fees;
- lodging accommodations;
- transportation expenses;
- mileage reimbursement at the approved rate;
- parking and tolls; and
- meal and incidental expenses within applicable per diem limitations.

All reimbursement requests shall be supported by original itemized receipts and any additional documentation required by the district business office.

Reimbursement rates for lodging, meals, and incidental expenses shall not exceed the applicable federal General Services Administration (GSA) per diem rates and State travel regulations unless otherwise permitted by law or regulation.

Non-Allowable Expenditures

The district shall not reimburse expenditures that are personal in nature or otherwise prohibited by law, regulation, or Board policy, including but not limited to:

- alcoholic beverages;
- entertainment expenses unrelated to the approved event;
- personal services or incidental personal charges;
- travel or expenses incurred by spouses, family members, guests, or companions;
- luxury or premium transportation services; and
- any expense not directly associated with approved official district business.

Post-Travel Reporting Requirements

Employees attending approved travel events may be required to submit a written report or summary within the timeframe established by district procedures. Such report shall include:

- the primary purpose of the travel;
- a summary of the information, training, or professional development received; and
- the relevance of the activity to the employee's professional responsibilities and/or district operations.

Compliance and Accountability

All travel expenditures shall be subject to audit and administrative review.

Employees and administrators are expected to comply fully with all applicable statutes, administrative code provisions, Board policies, and district procedures governing travel expenditures and reimbursement.

Unauthorized expenditures or violations of applicable travel regulations may result in denial of reimbursement, repayment obligations, disciplinary action, and any other remedies authorized by law."