

# **POLICY**

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## **BOARD OF EDUCATION HIGH POINT REGIONAL**

## **NO. 0147.A Bylaws**

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### APPENDIX A - Board Member Compensation and Expenses

#### A Approval of Travel and Related Expense Reimbursement

The following procedure shall be implemented for a Board member seeking to receive travel and related expense reimbursement for expenditures related to and within the scope of the Board member's current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district:

1. A Request for Travel and Related Expense Reimbursement Report must be submitted to the Superintendent of Schools or designee, prior to the travel date(s) and at least 14 days before a Board meeting. The request shall include supporting documentation to include: the type of travel; location of the travel; occurrences of the travel; date(s) of travel; and all related costs including transportation expenses, parking, tolls, lodging, meals, and other expenses.
2. The Superintendent of Schools, or designee, shall review the Request for Travel and Related Expense Reimbursement Report to determine if the expenses as outlined in the supporting documentation are in compliance with New Jersey travel reimbursement guidelines as established by the Department of Treasury in NJOMB Circular Letter 06-02 and OMB Circular A-87, including any amendments or revisions thereto.
  - a. If reimbursable expenses are in compliance with the Circulars as outlined in 2. above, the School Business Administrator/Board Secretary, shall include the request on the subsequent Board of Education agenda for approval.
  - b. If any travel and related expenses are not in compliance with the Circulars in 2. above, the Board member will be required to submit written documentation setting forth in detail why the expense is necessary or unavoidable. The School Business Administrator/Board Secretary will include a summary when presented to the Board of Education.
  - c. The Board of Education Approval of Travel and Related Expense Reimbursement Form shall be presented to the Board of Education. Approval by a majority of the full voting membership of the Board at a Board meeting is required for approval.

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### APPENDIX A - Board Member Compensation and Expenses

**B. Reimbursement of Travel and Related Expenses**

All travel and related expenses that receive prior approval of the Board shall be reimbursed by the Board of Education in accordance with the following procedures:

1. The Board member, within 30 calendar days after incurring the approved travel and related expenses, shall be required to submit to the School Business Administrator/Board Secretary receipts documenting all prior Board approved travel and related expenses paid by the Board member during the travel. Reimbursement to the Board member will be made in accordance with the district's payment procedures.
2. Receipts for the approved expenses to be paid directly to a vendor(s) accepting the school district purchase order will be obtained directly from the vendor by the Business office. Payments directly to a vendor will be made in accordance with the district's payment procedures.

Adopted: May 15, 2006

Date Revised: July 17, 2006