

# POLICY

## Willingboro Township Board of Education

Section: Bylaws

0147 A. APPENDIX A--BOARD MEMBER TRAVEL EXPENSES (M)

Date Created: September, 2007

Date Edited: September, 2007

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#### A. Approval of Travel Expense Reimbursement

The following procedure shall be implemented for a Board member seeking to receive travel expense reimbursement:

1. A Request for Travel Expense Report must be submitted to the School Business Administrator/Board Secretary prior to the travel date(s) and at least ten 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, registration fees, meals, and other expenses.
2. The School Business Administrator/Board Secretary shall review the Request for Travel Expense Report to determine if the expenses as outlined in the supporting documentation are in compliance with State travel payment guidelines established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget.
  - a. If the requested travel expenses are in compliance with the guidelines the School Business Administrator/Board Secretary will include the travel expense information on the Board of Education Approval of Travel Expense Form.
  - b. If any travel expenses are not in compliance with the guidelines the Board member will be informed the Board will only pay those expenses that are in compliance with the guidelines. In the event the Board member decides to pursue the travel, the Board member shall assume the financial responsibility for those travel expenses not in compliance with the guidelines. The School Business Administrator/Board Secretary will include a summary of this documentation on the Board of Education Approval of Travel Expense Form.
  - c. The Board of Education Approval of Travel Expense 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.

B. Reimbursement of Travel Expenses

All travel 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 fourteen calendar days after incurring the approved travel expenses, shall be required to submit to the School Business Administrator/Board Secretary receipts documenting all prior Board approved travel expenses paid and/or incurred by the Board member during the travel. Reimbursement to the Board member will be made in accordance with the district's payment procedures. Travel payments will be paid only upon compliance with P.L. 2007 c. 53 and Policy 0147 provisions and approval requirements.
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: 10 September 2007