

# **Bernards Township Public Schools**

## **Travel & Professional Development Expense Reimbursement**

All travel regulations available at:

<http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>

(See Chapter 7)

- Request for Pre-Approval - Approval for your absence & expenses must be obtained by completing the pre-approval form (a sample appears in Appendix A) here: <https://app.perfectforms.com/player.htm?f=kW4BAgsG>. You must complete the pre-approval form 10 days prior to the event if the total cost is less than \$150. If the event cost is more than \$150, you must submit the pre-approval form at least 45 days prior to the event since Board of Education approval is required. Note that the reimbursement amount can not exceed the Board of Education's approval amount.
- Report of Conference Attendance – Form (Appendix B) must be completed post conference and attached to Purchase Order Requisition Form for reimbursement.
- Per diem calculations for Hotel and M&IE by location is available @ [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)
  - 1<sup>st</sup> and last day of travel for M&IE (meal & incidental expenses) = 75% of max rate
  - Full Day of travel for M&IE = Full Max Rate
  - M&IE – no receipts required for meals and parking meters
  - Attach copy of destination detail page from GSA webpage with your paperwork (Appendix C)
- Conference Fee's – Please provide a receipt for proof of payment. Copy of application and fee amounts from conference registration must accompany credit card statements.
- Mileage - Please print confirmation of mileage from Mapquest or Google Maps. Current rate is \$0.31 for all employees.
- Air Travel – Air travel is rarely approved and only if deemed an economically viable option. Reimbursement requests for conferences requiring that mode of transportation must accompany proof of payment along with three (3) price quotes insuring lowest fare is used.


**Any questions or concerns regarding the reimbursement of Travel & Professional Development Expenses can be directed to Roderic McLaughlin @ the Board Office**

# Appendix A

## BERNARDS TOWNSHIP PUBLIC SCHOOLS REQUEST FOR PRE-APPROVAL OF TRAVEL & PROFESSIONAL DEVELOPMENT EXPENSES



Form No. 0

This form must be submitted to the Principal or appropriate Supervisor at least 10 days before the activity date for activities less than \$150 and 45 days for activities over \$150.

08/03/2012 	Employee Name <input type="text"/>	Mode of Travel	Car <input type="text"/>
	Employee Email <input type="text"/>		
Activity Title <input type="text"/>		Activity Location	<input type="text"/>
<input type="checkbox"/> Substitute required	Periods required <input type="text" value="0"/>	Activity Dates	<input type="text"/>

Purpose and benefit to Bernards Township Schools

Principal/Administrator comments and recommendations

Estimated Costs													
Registration Costs			<input type="text" value="\$0.00"/>										
Mileage Costs	<input type="text" value="0.00"/> miles from building	<input type="text" value="0.00"/> Total Miles	<input type="text" value="\$0.00"/> Reimbursement Rate										
Other Expenses (itemize)			Total Other Expenses										
<table border="1"><thead><tr><th>Description</th><th>Cost</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>			Description	Cost									<input type="text" value="\$0.00"/>
Description	Cost												
 			<b>GRAND TOTAL</b>										
			<input type="text" value="\$0.00"/>										

All requests for professional development must first be approved by the appropriate building principal or the appropriate supervisor. Please select the appropriate approval person:

Print

Submit

Administrative Use Only

School/Supervisor Approval

Assitant Superintendent Approval

Central Office

**Bernards Township Public Schools  
REPORT OF CONFERENCE ATTENDANCE**

**Name of Attendee** \_\_\_\_\_

**Name of Conference** \_\_\_\_\_

**Dates of Attendance** \_\_\_\_\_

**Summary of Conference** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request for Expense Reimbursement (receipts attached)**

**Mileage/Tolls/Parking:** \$ \_\_\_\_\_

**Meals (attach [www.gsa.gov](http://www.gsa.gov) regional rates):** \$ \_\_\_\_\_

**Hotel (attach [www.gsa.gov](http://www.gsa.gov) regional rates):** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Attendee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Business Adm. Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Checklist:**

Purchase Order attached

Receipts attached

Copy of Pre-approval of Travel Form (administrator & superintendent's signatures)

Submit all documentation attached to PINK copy to Business Office; YELLOW copy to Superintendent's Office and retain WHITE copy for your records

# Appendix C

Travel Reimbursement Notes - Microsoft Word

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http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2010&contentType=GSA\_BASIC&contentId=179

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Primary Destination (1)	County (2,3)	Max Lodging (excl. taxes)	+	M&IE Rate	=	Max Per Diem Rate (4)	First & Last Day (75% of M&IE)
Atlantic City / Ocean City / Cape May (October 1 - October 31)	Atlantic and Cape May	114		66		180	49.5
Atlantic City / Ocean City / Cape May (November 1 - April 30)	Atlantic and Cape May	104		66		170	49.5
Atlantic City / Ocean City / Cape May (May 1 - September 30)	Atlantic and Cape May	114		66		180	49.5
Belle Mead	Somerset	127		56		183	42.0
Cherry Hill / Moorestown	Camden and Burlington	96		61		157	45.75
Eatontown / Freehold	Monmouth	121		56		177	42.0
Edison / Piscataway	Middlesex	115		51		166	38.25
Flemington	Hunterdon	114		61		175	45.75
Newark	Essex, Bergen, Hudson and Passaic	130		61		191	45.75
Parsippany	Morris	139		56		195	42.0

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