

PERSONNEL
REIMBURSEMENT

Reimbursement Procedures

Staff members will be reimbursed for travel and other necessary expenses incurred while on Association business as authorized by Association policy. Expenses shall be submitted and accounted for in writing first to the employee's director for approval, and then to the Finance Department no later than 5 business days from the last day of each month that the expense was incurred. Expense forms not submitted within this time must be submitted to the Executive Director together with an explanation of why it is late. Expense forms not submitted within 30 days will be reviewed by the Executive Director and submitted to the Executive Committee with a recommendation for approval or denial of payment. Expense forms not submitted within 45 days will not be reimbursed under any circumstances. All requests for reimbursement shall be accompanied by receipts except those expenditures for nonmeal tips and highway tolls.

In the case of all meal expenses, an itemized copy of the restaurant bill or credit card charge slip shall serve as a receipt. In the event that a restaurant does not provide a receipt that itemizes the meal, an employee may hand write the information on the receipt and sign it as a certification in lieu of the fully itemized receipt. If an employee loses a receipt and is unable to obtain a duplicate, he/she may submit a facsimile that specifies all of the information that is customarily provided on an itemized receipt. The employee must sign the facsimile receipt as a certification in lieu of the missing receipt.

In the instance of expense for business meals, the name of the person, affiliation and purpose of the expense shall be recorded on the appropriate reimbursement claim form.

In the instance of expenses related to lobbying the name of the person, affiliation and purpose shall be recorded on the Lobbying Expense Reimbursement Claim form.

Any personal charges incurred by staff and included in receipts or identified on direct billing statements received by the Association shall be the responsibility of the staff member. The Association shall bill each staff member for any personal charges including but not limited to entertainment expenses as specified in policy GO/4133.4. Staff shall be responsible for reimbursement of personal charges within ten (10) days of notification to the employee.

Issued: January 11, 1982

Revised: October 19, 1990
June 26, 1992
July 1, 2001
March 2008
March 2016

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4133.2R

PERSONNEL
REIMBURSEMENT

See Also: GO/4133.6
GO/8260