

PERSONNEL
EXPENSES

Travel Authorization

Out-of-state travel of staff shall require the prior approval of the Executive Director. Periodic reports shall be furnished to the Audit Committee of all instances when the Association was represented by staff.

The Audit Committee must receive notice and documentation of any unbudgeted travel by the Executive Director.

Authority: BD 1/89
BD 10/89
BD 9/94
BD 10/00
BD 11/03

See Also: GO/4133.2

Meal Expenses for the Philanthropic Benefit of the NJSBA

The Association will reimburse authorized staff who incur the cost of a meal for others when NJSBA members receive a philanthropic benefit.

The Executive Director is authorized to approve the cost of a meal for the philanthropic benefit of the NJSBA. Reimbursement of meal expenses for the philanthropic benefit of the NJSBA shall require prior approval of the Executive Director. A meal that will exceed the meal allowance must be approved in advance by the Executive Director, who shall determine that the expense advances the best interests of the Association. The names of the attendees and official philanthropic purpose of the meal shall be provided on the designated portion of the expense reimbursement form.

Under no circumstance will alcohol be reimbursed.

Meal Expenses for Advocacy Purposes

The Executive Director and staff approved by him/her are authorized to incur the cost of a meal for advocacy purposes. A meal expense incurred for advocacy purposes will clearly identify the names of the attendees and indicate "Advocacy" on the designated portion of the expense reimbursement form. A meal that will exceed the meal allowance must be approved in advance by the Executive Director, who shall determine that the expense advances the advocacy goals of the Association.

Under no circumstance will alcohol be reimbursed.

Authority: BD 10/90
BD 9/94
BD 11/03
BD 11/18

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

PERSONNEL
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Annual Report of Expenses

An annual report of all staff philanthropic and advocacy expenses shall be submitted to the Audit and Finance Committees. A periodic report of incurred meal expenses that exceed the meal allowance will be submitted to the Audit Committee at the next meeting after the expense was incurred.

Authority: BD 10/90
BD 9/94
BD 11/18

See Also: GO/4133.3