

GOVERNANCE & OPERATIONS

FILE CODE: GO/8260

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses

It is the intent of these policies to establish both expenditure limits and reimbursement procedure for NJSBA Executive Committee Members and any other board of education members incurring expenses directly related to Association business.

Travel Authorization

Outofstate travel of Executive Committee Members and authorized board of education members shall require the prior approval of the President. Reports shall be furnished in a timely fashion to the Executive Committee of all instances when the Association was represented by an Executive Committee Member or other board of education member.

Advances

Advance expense checks may be issued to Executive Committee Members and authorized board of education members for official Association business in an amount not to exceed \$500 unless otherwise approved by the President and Executive Director in writing. These monies shall be properly accounted for in writing and any excess monies returned to the Association within 20 working days upon return. Any expenses above \$500 which are not direct billed to the Association should be paid by credit card for later reimbursement. No new advances shall be extended until previous open advances have been accounted for.

Reimbursement Procedures

Executive Committee Members and authorized board of education 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 to the Finance Department. Expense forms not submitted within 30 days require Executive Committee approval for 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.

All expense vouchers for expenditures incurred by Executive Committee Members or authorized board of education members are required to be ratified by a vote of the Executive Committee within 90 days of the date on which any such expense is incurred. Any monies reimbursed which fail to receive ratification by the Executive Committee must be repaid within 30 days to the Association by the person receiving said money.

Executive Committee Members' Spouses

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

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Spouses of Executive Committee Members may accompany and share a room with the Executive Committee Member on any overnight trip to a national, regional or state meeting or conference. The Association shall not be responsible for any room, travel, food or other expenses of the Executive Committee Members' spouses.

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Executive Committee Members' Expenses (continued)

Maximum Reimbursements

The maximum allowable expenditure for Executive Committee Members and authorized board of education members for meals, travel and lodging shall be reviewed annually by the Director of Finance [and Operational Services] and changes approved by the Executive Director.

Privately Owned Vehicles

Executive Committee Members and authorized board of education members using their personal automobiles for approved Association business shall be reimbursed at a rate approved by the Internal Revenue Service. Automobile owners are responsible for automobile insurance coverage.

Rental Cars and Car Service

Rental cars and car service may be reimbursed for travel on official Association business, where it is the least expensive option to paying mileage for and/or parking privately owned vehicles. Charges related to improper application of this policy shall not be reimbursed.

Public Transportation Reimbursement

Public carrier fares are chargeable if travel is for official Association business. Reimbursement shall occur on the least costly but practical means of transportation. For airplane and train travel, Association representatives shall travel tourist class unless such transportation is not available.

Hotel Accommodations

Room accommodations for Association travel shall be at rates considered mid-fare. Executive Committee Members and authorized board of education members shall be entitled to a single room accommodation.

Personal Calls

Executive Committee Members or authorized board of education members traveling on Association business shall be reimbursed for telephone expenses for one call per day to their family. All calls must be kept to a reasonable length of time.

Portable Electronic Device Use

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

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Executive Committee Members may be provided a Portable Electronic Device (PED) or be reimbursed for the base charges of an existing PED account, whichever is less expensive, to conduct Association business.

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Executive Committee Members' Expenses (continued)

Implementing Regulations

The regulations implementing this policy shall be reviewed and approved annually by the Executive Committee.

Reporting of Expenses

An annual report of all in-state and out-of-state expenses of the Executive Committee shall be provided to the Board of Directors no later than the reorganization meeting in September. An additional annual report identifying any business and lobbying expenses of the Executive Committee shall be provided to the Board of Directors and the Audit and Finance Committees at the same time.

Authority: BD 10/89
BD 6/90
BD 10/90
BD 9/94
BD 9/98
BD 5/00
BD 11/01
BD 10/03
BD 9/08
BD 1/10
BD 9/11
BD 3/16

See Also: GO/4133.1
GO/4133.2
GO/4133.3
GO/4133.4
GO/4133.5
GO/4133.6