

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/4133.1

**PERSONNEL
ADVANCES**

Advances

Advance expense checks may be issued to staff for official Association business in an amount not to exceed \$500 unless otherwise approved by the President and Executive Director in writing. All requests for advances must be submitted on a "Request for Travel Advance" form at least 10 days prior to the date needed. These monies shall be properly accounted for in writing and any excess monies returned to the Association within 10 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.

Authority: BD 5/78

Revised: BD 6/80
BD 12/88
BD 10/89
BD 10/90