

PERSONNEL
AUTOMOBILES

Business Mileage Reimbursement

NJSBA will reimburse staff for the approved use of their personal automobile on official Association business that is reasonable and appropriately documented.

“Business purposes” travel expenses are defined as expenses incurred on approved Association business traveling to and from out of office assignments on an intermittent or daily basis.

Reimbursement for mileage shall be the “standard mileage rate” issued by the Internal Revenue Service.

The “standard mileage rate” covers all costs of operating the vehicle including gasoline, oil, insurance and repairs. Receipts for tolls and parking fees are reimbursed separately and not included in the standard mileage rate. The Association will not reimburse individuals for the cost of auto insurance or for other expenses including but not limited to driving or parking violations, fines, gasoline, automobile repairs, vehicle damage or insurance deductibles as a result of an accident, break down or tow.

Business travel expenses do not include the normal commute to and from work. When your business travel originates from home, subtract your normal commute from the total miles associated with the trip. Costs of commuting to the place of business or employment are personal expenses. Staff cannot be reimbursed for commuting expenses even if work is completed during the commuting trip. If your regular office is located in your home the first business stop is commuting and the trip from the last stop of the day to your home is commuting and are not reimbursable expenses.

An individual employment contract may set different terms than set forth herein. It is suggested that staff consult their personal financial advisor concerning personal financial impact.

Issued: February 1, 1982

Revised:

July 1, 1994
February, 1995
June, 1996
February, 1998
April 1, 1999
January 1, 2000
October 6, 2000
January 8, 2003
May 18, 2015

See Also: GO/4133.5

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/4133.5R

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Employee Parking at Association Headquarters

When there are insufficient parking spaces for all Association employees at 413 West State Street, employees are expected to make their own parking arrangements offsite. All on-site parking spaces shall be assigned by the Finance and Operational Services Department. Parking spaces shall be assigned on the basis of overall seniority or on a specific need basis at the discretion of the Executive Director.

Issued: April 17, 1985

Revised: April 29, 1987
July 6, 1994
October 6, 2000
January 8, 2003
September 24, 2010

See Also: GO/3515.3