

GOVERNANCE & OPERATIONS

FILE CODE: GO/8260R

GOVERNANCE PROCEDURES
EXECUTIVE COMMITTEE MEMBERS' EXPENSES

Executive Committee Members' Expenses

Advances

Executive Committee Members and authorized board of education members may request advances, pursuant to this policy (GO/8260), by submitting a memo requesting such an advance to the Finance Department at least 10 days prior to the planned trip. Advances will be based on per diem food allowances currently in effect and other allowable out-of-pocket expenses, which must be noted in the request.

Any part of an advance, which is unused, shall be returned to the Finance Department within 20 working days from the date of the advance. The Finance Department, when issuing an advance check, will attach a memo reminding the recipient of this provision.

Reimbursement Procedures

All requests for reimbursement shall be accompanied by receipts except those expenditures for non-meal 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. Under no circumstances shall a receipt stub of a restaurant check be acceptable for reimbursement.

Executive Committee 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 Executive Office, to be transmitted to the Finance Department. Expense forms shall be submitted 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 non-meal tips and highway tolls.

Meal Allowance

In most situations, meals are contracted for and pre-planned in advance by the Executive Office of NJSBA. The following expenditure limits shall apply only to those instances where an Executive Committee Member or authorized board of education member is:

- A. Buying a meal for him/her self when there are no contracted/pre-planned arrangements; and/or
- B. Buying meals for others in instances where authorized NJSBA business is being conducted.

The limits established herein shall apply to all Executive Committee Members or authorized board of education members.

The meal allowance shall be the same as the current Association meal allowance for staff, as set by the Board of Directors through adoption of the annual budget.

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Executive Committee Members' Expenses (continued)

	<u>General New Jersey</u>	<u>Site of conference and Out-of-State</u>
Breakfast	\$20.50	\$31.50
Lunch	24.50	35.00
Dinner	47.50	81.00

Any expenses above these limits shall not be reimbursed. Receipts are required for all expenses except those for non-meal tips and highway tolls and must accompany expense vouchers submitted under this policy.

All meal costs for individuals other than the person submitting the voucher shall be explained on the reverse side of the expense form by identifying the individual(s) meals were purchased for and the purpose of the meeting.

Entertainment

The Association shall not reimburse Executive Committee Members and authorized board of education members for any entertainment expenses.

Entertainment expenses are defined as any expense other than meals, including, but not limited to tickets or admission to sports, social or entertainment events and the purchase of alcoholic beverages.

Privately Owned Vehicles/Mileage Reimbursement

Reimbursement may be claimed for mileage accrued for Association business purposes in accordance with this policy. The per mile rate used by the Association is the one established by the IRS each January.

Rental Cars and Limousine Service

Rental cars and car service shall require documentation that the use was less expensive than use of one's own vehicle and parking at the point of travel.

Overnight In-State Travel

Reimbursement for overnight stays for an Executive Committee member or authorized board of education member while on Association business in-state will only be made with the prior approval of the Executive Director: if it is in the best interest of the Association that the member be provided an overnight stay; or where the member is attending a meeting and, there is a continuing or additional meeting the following morning.

Out of State Travel

- A. Transportation arrangements for approved meetings and conferences are to be made by the Executive Office of NJSBA. In those instances where an Executive Committee Member's or authorized board of education member's personal or business needs require individualized travel arrangements, the following limits shall apply: airplane and train travel shall be by tourist class and the point of origin and return shall be New Jersey/Philadelphia; transport to and from the departing and arriving airport shall be by the least expensive means available: e.g. personal car mileage and parking fees, rental or limousine service or public transportation, where available. NJSBA may pay the cost for transportation arrangements to address individual personal or business needs of an Executive Committee member or authorized board of

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Executive Committee Members' Expenses (continued)

education members upon approval by a majority of the Executive Committee, on a case-by-case basis. Costs shall be limited to the highest tourist fare arranged for by the Association for the same trip together with transport costs to and from the departing and arriving airport. Where alternate means of travel are preferred, e.g. train, bus or personal vehicle, reimbursement shall be limited to the least expensive means of travel, inclusive of expenses set forth herein.

- B. In most instances, hotel accommodations are prearranged by the Executive Office of NJSBA. In those instances where the Executive Committee Member or authorized board of education member is unable to use the hotel accommodations arranged for by the Association due to personal or business needs, and makes their own arrangements, the room rates shall be set at a mid point rate annually determined by the Executive Director.

The only exception to these rates shall be in those instances where a specific conference or meeting has established room rates greater than the above limits or where it can be demonstrated that hotel accommodations at these rates are not available and that a higher room rate is necessary to enable the individual to meet his/her Association responsibilities.

When overnight accommodations are arranged for Executive Committee Members, and authorized board members, or guests, they shall be at the same location as the meeting, program, or event.

If sufficient rooms are not available at the event facility, the Executive Office shall determine which additional facility will be used.

Approval to stay elsewhere may be granted only by the President or Executive Director.

Personal Charges

Any personal charges incurred by Executive Committee members and authorized board of education members and included in receipts or identified on direct billing statements received by the Association shall be the responsibility of the individual. These expenses should be separated from NJSBA reimbursable expenses and paid directly by the individual at the time the expenses are incurred. In the event personal charges are not paid at the time they are incurred, the Association shall bill each Executive Committee member and authorized board of education member for them. Each individual shall be responsible for reimbursement of personal charges within twenty (20) days of billing or will have the billed amount deducted from subsequent vouchers until reimbursed.

Officers shall provide the Executive Office with a credit card number and expiration date to be used when making travel arrangements not covered under reimbursable expenses.

Approved: November 13, 1989

Revised: May 31, 1990
October 19, 1990
March 5, 1991
June 26, 1992
September 11, 1992

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March 8, 1996
September 1998
May 5, 1999
January 1, 2001
May 31, 2001
November 2001
March 2002
March 1, 2006
May 2006
September 6, 2006
February 2007
March 2008
September 2009
September 2010
September 2011
April 2015
January 2016
March 2016
September 2018
March 2024

See Also: GO/4133 through 4133.9