



HADDON TOWNSHIP BOARD OF EDUCATION

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Appendix A **BOARD MEMBER COMPENSATION AND EXPENSES** **M**

A. Approval of Travel and Related Expense Reimbursement

The following procedure shall be implemented for a Board member seeking to receive travel and related expense reimbursement for expenditures related to and within the scope of the Board member's current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district:

1. A Request for Travel and Related Expense Reimbursement Report must be submitted to the Board Secretary prior to the travel date(s) and at least seven (7) days before a Board meeting. The request shall include supporting documentation to include: the type of travel; location of the travel; occurrences of the travel; date(s) of travel; and all related costs including transportation expenses, parking, tolls, lodging, meals, and other expenses.
2. The Board Secretary shall review the Request for Travel and Related Expense Reimbursement Report to determine if the expenses as outlined in the supporting documentation are in compliance with New Jersey travel reimbursement guidelines as established by the Department of Treasury in NJOMB Circular Letter 06-02 and OMB Circular A-87, including any amendments or revisions thereto.
 - a. If reimbursable expenses are in compliance with the Circulars as outlined in 2. above, the Superintendent of Schools will include the travel and related expense information on the Board of Education Approval of Travel and Related Expense Reimbursement Form.
 - b. If any travel and related expenses are not in compliance with the Circulars in 2. above, the Board member will be required to submit written documentation setting forth in detail why the expense is necessary or unavoidable. The Board Secretary will include a summary of this documentation on the Board of Education Approval of Travel and Related Expense Reimbursement Form.
 - c. The Board of Education Approval of Travel and Related Expense Reimbursement Form shall be presented to the Board of Education. Approval by a majority of the full voting membership of the Board at a Board meeting is required for approval.

B. Reimbursement of Travel and Related Expenses

All travel and related expenses that receive prior approval of the Board shall be reimbursed by the Board of Education in accordance with the following procedures:

1. The Board member, within thirty (30) calendar days after incurring the approved travel and related expenses, shall be required to submit to the Board Secretary receipts documenting all prior Board approved travel and related expenses paid by the Board member during the travel. Reimbursement to the Board member will be made in accordance with the district's payment procedures.
2. Receipts for the approved expenses to be paid directly to a vendor(s) accepting the school district purchase order will be obtained directly from the vendor by the Business office. Payments directly to a vendor will be made in accordance with the district's payment procedures.

Adopted: April 29, 2010