

BCSS/BCTS

Seminar on Travel and
Professional Development
August 29, 2017

Today's Agenda

- Review Rules and Procedures for Travel/Professional Development
 - Approval Process
 - Changes to Procedures and Forms
 - Frequently Asked Questions
 - Open Discussion/Questions on Travel
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Travel Rules and Regulations

- Governed by N.J.A.C. 6A:23A-7 and Board of Education Policy #6471
- All travel must be approved by the Superintendent
- All travel with a cost of \$150 or more must be approved by the board of education
- Travel needing DOE (County office) approval
 - All International Travel
 - Non-student travel with a total cost of \$5000 or more regardless of number of attendees
- No arrangements can be made prior to receiving all approvals
- Over-estimate rather than under-estimate

Travel Rules and Regulations Continued

- Overnight stay is not permitted for in-state events unless the DOE approves such via a waiver and the location is greater than 50 miles from the individuals home (non-student events)
 - Event organizers request the waiver
 - <http://www.state.nj/education/genfo/travel/>
- Staff is expected to turn-key the information to other staff members
- Allowable per diem reimbursement rates for lodging and meals are published by the US General Services Administration and can be found at www.gsa.gov. If a rate is not published, the per diem rate is \$31.00 for meals and \$60.00 for lodging
- All Student Travel with a cost \$150 or more (regardless of who is paying) must be approved by the board of education

Travel Rules and Regulations Continued

- Required Documents to Receive Reimbursement
 - Approved Travel Request Form
 - PO Signed by Supervisor with PO # and Account #
 - Post Travel Checklist
 - Itemized Original Receipts
 - Professional Development Report
- Alcoholic beverages are not reimbursable
- Travel that is \$149 or less must be received in the business office 2 weeks prior to the travel event
- Travel of \$150 or more must be received in the business office 6 weeks prior to a board of education meeting
- Travel needing DOE (county office) must be received in the business office 3 months prior to the travel event

Travel Approval Process for Travel Less than \$5000

Request and Supervisor Approval

- Requester Makes Request for Travel with his/her supervisor
- Request is approved via process in place at your program/school



Central Office Approval

- BCTS: Request is reviewed/approved by Asst. Superintendent Andrea Sheridan
- BCSS: Request is sent to Connie Pellechia for logging. Connie will then forward to Directors of Instruction Tara Bohan and Mitch Badiner for approval



Business Office

- BCTS requests reviewed by Virginia Bonnice
- BCSS requests reviewed by Noredis SanJuan
- Review and Approval by BA John Susino



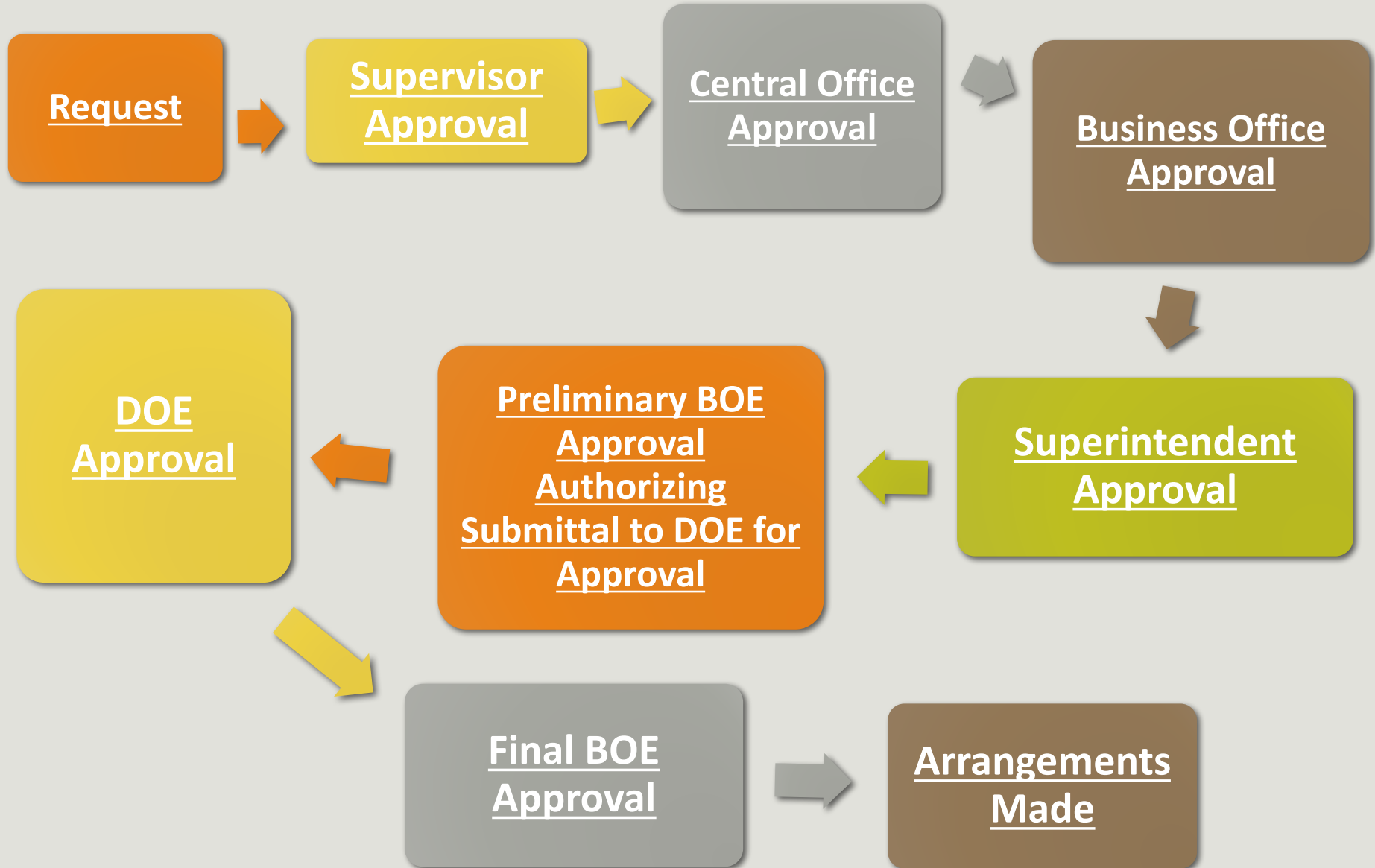
Arrangements Made



Superintendent and/or Board of Education

- \$0.00 - \$149.00 : Superintendent Approval
- \$150 or above: Superintendent and BOE Approval

Travel Approval Process for Travel Greater than \$5000 or International Travel



Changes to Procedures

1. Registration will be done at the school level
 - a) Business office will send email (with copy of approved PO) to program secretary notifying them that travel has been approved
 - b) School/program will complete actual registration and all necessary arrangements per the building level process

Changes to Request Form

1. It's Online and Electronic (Fillable PDF)
2. Eliminated some input lines on page 2
 1. Administrator/Principal
 2. Employee Position
 3. Employee Signature
3. Completing 1 form for identical reimbursement requests

Frequently Asked Questions

- Must all questions on the travel request form be answered?
Yes. N/A is an acceptable answer if a question does not apply to your request.
- What is the mileage reimbursement rate for travel with a personal automobile?
The reimbursement rate is \$0.31 per mile
- What are the parking arrangements at a venue?
All parking questions must be addressed to the hotel or venue you are attending.
- How do I estimate the toll cost?
Toll calculation is available on-line at <http://www.state.nj.us/turnpike/toll-cars-2012.html>
- Are Taxi and Limousine rides reimbursable and allowed?
Taxi rides are permitted and an estimate should be listed on the request form unless actual cost is known. There is no reimbursement for Limousine rides.

Frequently Asked Questions

- Can payment be made in advance for travel registration?

No, a person cannot pay his/her registration in advance. A separate PO is necessary for all registrations and must be done after all approvals are received.

- When booking air travel are there cost limitations?

Air travel should be booked at the lowest rate available. Use an online search engine, such as Expedia.com, for assistance.

- What is the breakdown for meal allowance?

Meal allowance is always 75% the first and last day of travel and 100% on days in between. If meals are included in the registration, then you must deduct the meals from your requested amount in meal reimbursement. You may refer to www.gsa.gov for meal reimbursable rates for your location of travel.

- What is the allowable meal reimbursement rate for one-day travel, exceeding 12 hours?

A reimbursement of 75% is the allowable rate for day travel exceeding 12 hours.

Frequently Asked Questions

- Does the GSA reimbursement rate include hotel taxes and fees?
No. Taxes and fees will be reimbursed upon submittal of original hotel receipt and need not be included on the request form.
- When is a hotel considered a host site?
Host sites are where both the hotel accommodation and conference location are within the same building. “Conference approved” hotels near the conference site are not “host” hotels.
- Should the conference registration indicate that the conference is at a host site?
Yes, registration materials need to clearly state that the conference is at the same hotel in which you are staying.
- What is the reimbursement if the hotel is a host site?
If you are staying at a host hotel and the rate is higher than the GSA rate you will be reimbursed the hotel rate.

Frequently Asked Questions

- If the host hotel is fully booked, can you stay at another hotel at the host rate?

Yes, you may stay at another hotel at the host rate.

- What are incidental/miscellaneous expenses?

An example of incidental expenses: baggage fees, tips, internet fee.

- Can you interchange food allowance and hotel allowance?

No, they are separate allowances.

- If a trip is grant funded, can the reimbursable amounts exceed GSA approved amounts?

Yes, but only if the grant specifically lists the trip as part of the grant.

Frequently Asked Questions

- How are Per Diem Rates reimbursed?

Per Diem Rates are reimbursed through the Payroll Department and not through Work Related Travel.

- Who is eligible for overnight stipends? What is the current rate for an overnight stipend?

Overnight stipends are for teachers who chaperone students on a trip. The current rate is \$200.00 per night paid through the Payroll Department.

- When are Per Diem rates paid?

Per Diem rates are paid to teachers when travel is on a weekend, not during a regular work week.

Open Discussion and Questions:

1. Separate/new student form
- 2.
- 3.