

# BCSS/BCTS

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## Travel and Professional Development

Revised 07/28/2022

# Travel Rules and Regulations

- Governed by N.J.A.C. 6A:23A-7 and Board of Education Policies 2340 and 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**
- Required forms/documents to travel and seek reimbursement can be found on the districts' website:
  - BCSS: [TRAVEL/PROFESSIONAL DEVELOPMENT FORMS](#)
  - BCTS: [TRAVEL/PROFESSIONAL DEVELOPMENT FORMS](#)
- 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
  - DOE approved waivers can be found at: [NJ DOE TRAVEL WAIVERS](#)
  - 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 [GSA](#). If a rate is not published, the per diem rate is **\$59.00** for meals and **\$96.00** for lodging
- **All Student Travel** (regardless of cost) must be approved by the Superintendent and Board of Education unless the trip is included in the curriculum guide. **Trips approved in the curriculum only need approval of the Superintendent. If the trip is included in the curriculum, please indicate so on the request form.**
- **Alcoholic beverages are not reimbursable**

# 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
- Travel that is \$149 or less must be received in the business office at least 2 weeks prior to the travel event
- Travel of \$150 or more must be received in the business office at least 6 weeks prior to a Board of Education meeting
- Travel needing DOE (county office) must be received in the business office at least 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 Directors of Instruction Tara Bohan and Mitch Badiner for review and approval



## Business Office

- BCTS requests reviewed by Noredis Sanjuan
- BCSS requests reviewed by **Christian Moran**
- Review and Approval by BA John Susino



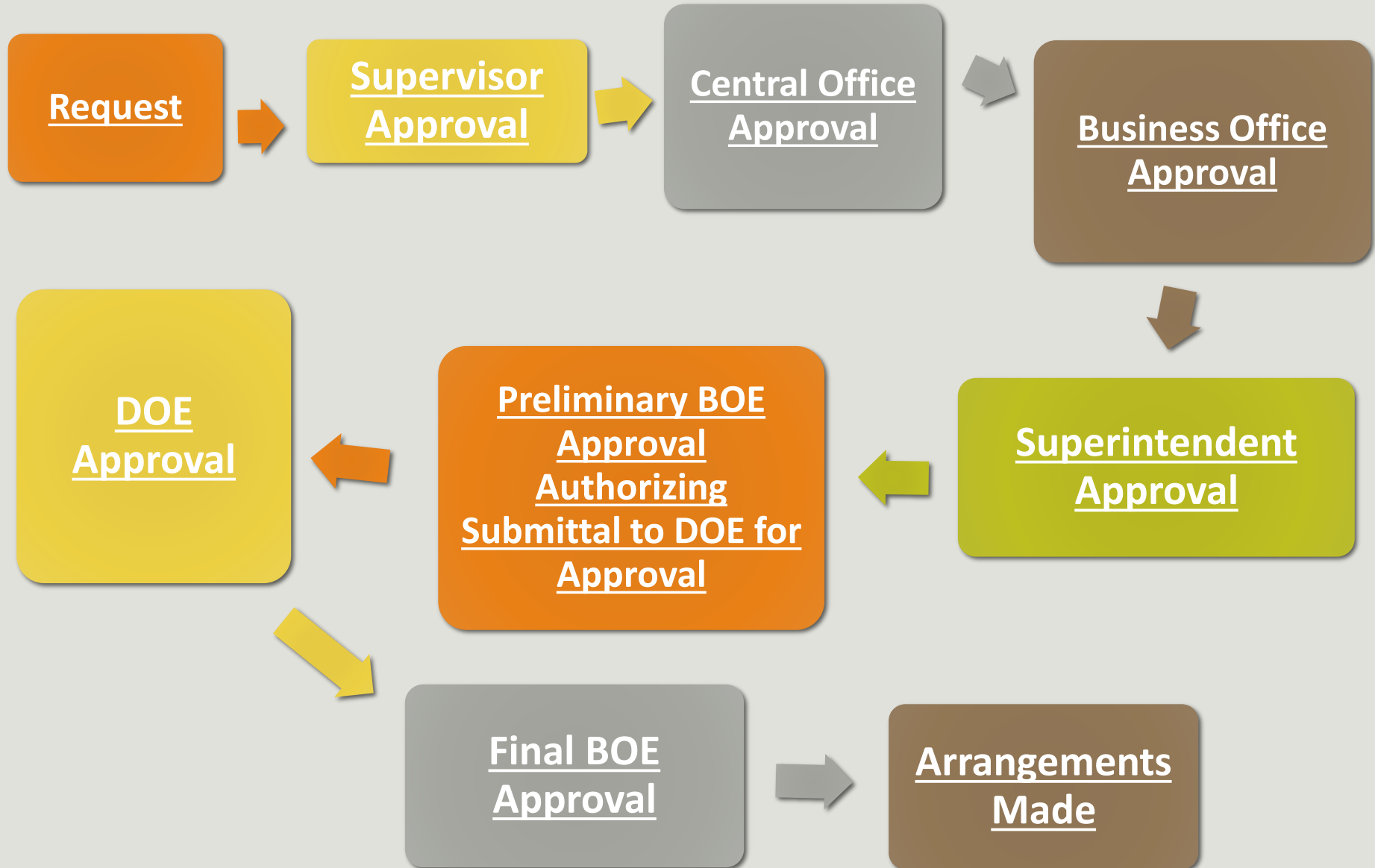
## Superintendent and/or Board of Education

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



**Arrangements Made**

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



# Event Registration 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

# 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 **\$0.35** 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: [TOLL CALCULATOR](#)**
- 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 for 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 [GSA](#) 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 is Per Diem pay reimbursed?

**Per Diem Pay is reimbursed through the Payroll Department and not through the purchase order used for reimbursement of other travel related expenses, such as hotel costs.**

- 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 **\$232.00 (Technical) and \$150 (Special Services)** per night paid through the Payroll Department. **These rates are based on 2021-2022 negotiated contract rates and are subject to change in 2022-2023.****

- When is Per Diem pay paid?

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