



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

GUIDE FOR BUSINESS TRAVEL/VIRTUAL PROFESSIONAL DEVELOPMENT

Travel Approval – Professional Development (Offsite)

Staff traveling out of district for the purposes of workshops, seminars, and conferences require a written travel request approved by the Business Administrator and Superintendent **prior** to the travel event. A written travel request should be submitted to the **Business Office** and include the following for reimbursement:

- An absence request should be recorded in Frontline as **Professional Development**. If there are no costs associated with the event, that should be entered into the notes to administrator and no further paperwork is required.
- Completed Travel Allowance Form. All costs should be documented on this form including any costs anticipated to be paid directly by the employee or **paid by the District through purchase order** on behalf of the employee.
- Completed Travel Request Form (word document).
- Agenda for workshop/conference with Registration Fee included or other documentation of the event if it is not a workshop.
- Copy of your valid non-expired New Jersey Auto Insurance Identification Card. This may be substituted with an out of state card if necessary. (Submit only if you are driving.)
- Map quest indicating miles to be traveled **only if requesting mileage**. If requesting mileage reimbursement, map quest submitted should be the mileage (1) between your home and the event destination and (2) between your home and your campus (normal commute). If you are traveling from school to the event or returning to school after the event then a copy of the mileage between your campus and the event is also required.
- Conference Travel requiring an overnight stay only - documented Hotel cost including applicable taxes and fees and Per Diem Rate schedule.
- Requests of \$150.00 or more in cumulative cost (registration fee, mileage, etc.) require prior Board Approval as well. In the case of Board Approval please refer to the Board Meeting Travel Approval Cut-Off Schedules. Requests that do not comply with the schedule **will not** be considered.

Virtual Professional Development Approval

Staff seeking reimbursement for virtual workshops, seminars, and conferences require a written request approved by the Business Administrator and Superintendent **prior** to the event. It is assumed that virtual training will be done at your school/office or at home after hours, so most of the forms that are normally required for a typical "Travel Request" are not needed. A written request should be submitted to the **Business Office** and include the following for reimbursement:

- If you are taking part in a virtual training at home during school hours then an absence request should be recorded in Frontline as **Professional Development**. If there are no costs associated with the event, that should be entered into the notes to administrator and no further paperwork is required.
- Completed Online/Virtual Professional Development Request Form (word document)
- Agenda for workshop/conference with documentation of the Registration Fee included.
- Requests of \$150.00 or more in registration fees require prior Board Approval as well. In the case of Board Approval please refer to the Board Meeting Travel Approval Cut-Off Schedules. Requests that do not comply with the schedule **will not** be considered.

Travel Reimbursement – Professional Development (Offsite)

Reimbursement for out of district travel expenses will only be considered if the staff member received written approval for the travel expenses from the Superintendent prior to the travel event through the travel approval process. The following documentation needs to be submitted to obtain reimbursement:

- Completed green voucher signed by the staff member (claimant) and the supervisor
- Brief report on subject matter presented
- Paid receipt for any registration fees (receipt or canceled check only – credit card statements/bank statements are not acceptable)
- Seminar/Conference Travel Mileage Report
- Overnight Conference only: Paid Hotel and meal receipts
- Miscellaneous paid receipts for tolls and parking if applicable
- Copy of approved Absence Request signed by the Superintendent
- Copy of Approved Request for Travel Allowance signed by the Superintendent

Virtual Professional Development Reimbursement

Reimbursement for virtual professional development registration fees will only be considered if the staff member received written approval for the expenses from the Superintendent prior to the event through the approval process. The following documentation needs to be submitted to obtain reimbursement:

- Completed green voucher signed by the staff member (claimant) and the supervisor
- Brief report on subject matter presented
- Paid receipt for any registration fees (receipt or canceled check only – credit card statements/bank statements are not acceptable)
- Copy of approved Online/Virtual Professional Development Request Form signed by the Superintendent

Regular Travel Reimbursement

Regular District travel includes in-district travel between schools, recruiting visits (Guidance, CST's and Administrators), employer visits (CVE), and various meetings for administrators held out of district. Reimbursement for mileage, tolls or parking can be made by submitting the following documentation without prior written approval:

- Completed green vouchers signed by the staff member (claimant) and supervisor
- Regular District Travel Mileage Report
- Map quest for out of district regular travel