

## STAFF REIMBURSEMENT PROCEDURES

### A. Conference & Travel Reimbursement

Pre-Travel Request For Approval for Conference & Travel Form:

[https://www.montclair.k12.nj.us/UserFiles/Servers/Server\\_889476/File/District/Business%20Office/Conference/Travel/conference-request.pdf](https://www.montclair.k12.nj.us/UserFiles/Servers/Server_889476/File/District/Business%20Office/Conference/Travel/conference-request.pdf)

Post Travel Evaluation Form for Conference & Travel:

[https://www.montclair.k12.nj.us/UserFiles/Servers/Server\\_889476/File/District/Business%20Office/Conference/Travel/conference-evaluation.pdf](https://www.montclair.k12.nj.us/UserFiles/Servers/Server_889476/File/District/Business%20Office/Conference/Travel/conference-evaluation.pdf)

- Conference & travel requests must be Board approved with estimated reimbursement amounts listed on the travel request form located on the district website.
- A requisition must be completed in Edumet, the district's finance software, **prior** to the conference using the Board approved estimated amounts from the request form submitted. If the requisition is not entered timely this will hold up the reimbursement. The school/department secretary should be provided with a copy of the conference & travel request form to complete the requisitions. The requisition must have the following information:
  - Date of the conference
  - Name of the Conference
  - Location of the conference
  - Person(s) attending the conference
  - Date that the Conference & Travel was Board approved
- Upon your return from the conference, fill out the post travel evaluation form from the district website and submit it along with your receipts to the Accounts Payable Office for payment to be processed.

Please note that all receipts **MUST** be detailed.

  - Meal Reimbursement: The signed credit card signature receipt will not be accepted since we cannot verify that we are not reimbursing for alcoholic beverages based upon this receipt. Please retain the detailed receipts from the restaurants detailing all items being purchased.
  - Hotel Reimbursement: A credit card statement will not be accepted since we cannot verify the details of what the district is reimbursing for. Please retain the detailed receipt from the hotel detailing the dates of the conference. Please note the State of NJ Department of Education prohibits overnight in-state travel until the overnight travel has been approved by the Commissioner of Education and a waiver issued. This waiver must be submitted with the detailed hotel receipt.
  - Mileage Reimbursement: The MapQuest or Google Maps directions should be printed and submitted so that we can verify the miles the district is reimbursing for. Please note the State of NJ's Department of Education has limited the mileage reimbursement to \$0.31 per mile.
  - Toll Reimbursement: The transaction history from EZPass that details the toll charges for the dates of travel to and from the conference must be submitted for tolls to be reimbursed.

- Parking Reimbursement: The parking receipts must detail the date and the amount of the charges.
- Taxicab Reimbursement: The taxicab receipts must detail the date and the amount of the charges.
- The district processes Accounts Payable payments ONCE per month as all checks must be Board approved before they can be released.
  - **The post travel evaluation form, the detailed receipts, and the signed vendor copy of the purchase order must be in the Accounts Payable Office by the last day of the month for the payment to be Board approved at the next month's regular board meeting.**
    - For example, if the post travel evaluation form, the detailed receipts, and the signed vendor copy of the purchase order are received in the Accounts Payable Office on December 3<sup>rd</sup> the payment will not be Board approved until the January Board meeting and the employee will receive the reimbursement check within 5 business days following the board meeting.

#### B. Mileage Reimbursement

- Normal travel for the performance of job duties is eligible for mileage reimbursement at the State of NJ Department of Education's mileage reimbursement rate of \$0.31 per mile.
- Staff must complete a Travel Reimbursement Voucher which can be obtained from the main office secretary in each building.
- The Travel Reimbursement Voucher must be:
  - Completed on a monthly basis;
  - Have the parking receipts attached to the form (if incurred);
  - Be approved by the employee's Supervisor; and
  - Then sent to the Central Office Administrator.
- Once the Travel Reimbursement Voucher has been fully approved by the Central Office Administrator it is sent to Connie Mattison in the Transportation Office for verification and for a requisition is completed and then voucher is submitted to the Accounts Payable Office for payment.
- The district processes Accounts Payable payments ONCE per month as all checks must be Board approved before they can be released.
  - **The Travel Reimbursement Voucher and the signed vendor copy of the purchase order must be in the Accounts Payable Office by the last day of the month for the payment to be Board approved at the next month's regular board meeting.**
    - For example, if the Travel Reimbursement Voucher and the signed vendor copy of the purchase order is in the Accounts Payable Office on December 3<sup>rd</sup> the payment will not be Board approved until the January Board meeting and the employee will receive the reimbursement check within 5 business days following the board meeting.

C. Reimbursement for Supplies

**The district does not generally reimburse staff members for the purchase of supplies as this circumvents the district's purchasing policies and the State of NJ's purchasing regulations. We strongly encourage staff members to place an order with a vendor using a purchase order instead of making the purchase themselves.**

In very rare circumstances, the district will reimburse a staff member for supplies ***only*** after pre-approval has been received by the staff member's building principal/supervisor ***and*** the district's purchasing agent, Mr. Emidio D'Andrea.

If the purchase has received pre-approval, a requisition must be completed in Edumet, the district's finance software, ***prior*** to the purchase being made. The requisition would be issued to the staff member and must detail the following information.

- Reason for purchase
- Supplies being purchased with estimated cost amounts used
- Date the pre-approval was provided

Please be aware that the district will not reimburse for sales tax charged by the store and that the original receipt must be submitted to the Accounts Payable Office for reimbursement to be issued.

The district processes Accounts Payable payments ONCE per month as all checks must be Board approved before they can be released.

- **The store receipts and the signed vendor copy of the purchase order must be in the Accounts Payable Office by the last day of the month for the payment to be Board approved at the next month's regular board meeting.**
  - For example, if the store receipts and vendor copy of the purchase order is in the Accounts Payable Office on December 3<sup>rd</sup> the payment will not be Board approved until the January Board meeting and the employee will receive the reimbursement check within 5 business days following the board meeting.