

Passaic Public School District

# **TRAVEL**

## **School Business Travel**

### **Administrative Rules**

Passaic Public School District  
Passaic, NJ 07055

# Travel

## School Business Travel

### Administrative Rules

The Administrative Rules for School Business Travel have been reviewed and approved by the Superintendent of Schools or Designee. These rules pertain to employees who are authorized to receive reimbursement for using their personal vehicles to travel to various events while conducting board business or to attend regularly scheduled events.

#### **A. Recognized Types of School Business Travel**

##### **1. Visitations**

This business travel requires the employee to use his/her personal vehicle for the following out of district visits to conduct school business:

*Examples:*

- Department of Education offices, e.g., Trenton, Paterson;
- Other school districts, e.g., Child Study Team, Official Capacity Visits;
- Local, County, State, Federal Offices; and
- Court visits out of district, e.g., Newark, Paterson.

Employees seeking to be reimbursed for using their personal vehicles for this travel must complete the request form and obtain the Superintendent's or Designee's permission **prior** to the travel.

##### **2. Attendance at Regularly Scheduled Events**

*Examples*

- Attendance at regularly scheduled county meetings;
- Professional association regularly sponsored events – In-State – No Costs;
- Department of Education sponsored events – In-State – No Costs; and
- Professional development activities – Regular School District Business travel also includes regularly scheduled in-state professional development activities with a registration fee that does not exceed \$150.00 per employee or board member.

Employees seeking to be reimbursed for using their personal vehicles for this travel must complete the request form and obtain the Superintendent's/Designee's permission **prior** to the travel. *Ref. N.J.A.C. 6A:23A-7.3(b)(3)*

#### **Further Explanation of School Business Travel -- \$150.00 Registration Fee**

The following travel events are recognized as School Business Travel:

- Department of Education Events—DOE  
The Department of Education (DOE) sponsors a number of regularly scheduled professional development activities that involve registration costs. A registration fee to a DOE event that does not exceed \$150.00 per individual is considered to be Regular School Business Travel.

## **School Business Travel**

- Professional Association Events  
Professional associations sponsor a number of in-state regularly scheduled professional development activities that involve registration costs. A registration fee to a professional association in-state professional development activity that does not exceed \$150.00 per individual is considered to be Regular School Business Travel.

### **B. Maximum Travel Amount – Per Employee--\$1,500.00 Limit**

Pursuant to N.J.S.A. 18A:11-12(f) and N.J.A.C. 6A:23A-7.3(b)(1) The Board of Education authorizes an annual maximum amount per employee for regular business travel not to exceed \$1,500.00. Any additional travel amount beyond the maximum amount requires Board of Education approval.

Employees are notified that they are to carefully monitor their costs for Regular School Business Travel costs to ensure it does not exceed the \$1,500.00 per employee maximum.

### **C. Regular School Business Travel Procedures**

#### **1. Approval Process**

##### Regular School Business Travel Form

All employees requesting to be absent from school duties are to complete the form

##### *Regular School District Business Travel*

and submit the form to the Office of the Superintendent of Schools or Designee's office at least ten (10) days prior to the travel. (See **Appendix BT-1**)

Approval from the Superintendent or Designee is required prior to travel.

#### **2. Attachments to Request Form**

##### a. Justification Statement

Employee shall provide a brief statement that includes the primary purpose of the travel and the key issues that will be addressed at the event. (Not required for visitations.) *Ref. N.J.A.C. 6A:23A -7.5(b)*

##### b. Insurance Identification Card – Required Submission

All employees using privately-owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The insurance ID card is to be submitted with the travel request form. Reference N.J.A.C. 6A:23A-7.9(c)(4v)

For each travel request the employee shall submit the current insurance identification card.

## School Business Travel

### D. Travel Activities –School Business Travel

#### 1. Activity Registration – Purchase Order

Registration for professional development activities shall be made by preparing a purchase order to the vendor. Purchase orders should be prepared well in advance for the vendor to receive the registration.

Some professional associations require the registration to be pre-paid. If this is the case then a Request for Vendor Check form shall be completed and attached to the purchase order and submitted to the Office of the School Business Administrator before the purchase order deadline.

*Please note: IMPORTANT! – Purchase Order Attachments*

No purchase orders will be signed or processed unless the following is attached:

- Approved Request for Regular School Business Travel form;
- Copy of the Registration Form

#### 2. Automobile Vehicles

Use of a school district-owned or leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or leased vehicle is available.

- Mileage Computation – See Appendix BT-7
- Mileage Rate – Annual NJ State Appropriations Act  
Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual New Jersey State Appropriations Act, or a lesser rate at the board's discretion for an employee or board member traveling by his personally-owned vehicle on official business. *Ref. N.J.A.C. 6A:23A-7.9(c)(4i)*  
*As of July 2019, the mileage reimbursement is \$0.35 per mile.*

In accordance with the OMB circular, if any condition in an existing negotiated contract is in conflict with the circular, such as the mileage reimbursement rate, the provision of the contract will prevail.

Parking and toll charges shall be allowed in addition to mileage allowance.

- Travel Mileage Commute Deduction Worksheet  
All persons using their personal vehicle on board approved travel shall complete the district's

Travel – Mileage Commute Deduction Worksheet

wherein pursuant to NJ Circular 12-14, OMB Section VIII H-4 normal commutation expense must be deducted when calculating mileage allowance.

- Insurance Identification Card – Required Submission – With Request Form  
All employees using privately owned vehicles in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card

## School Business Travel

indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or Designee before authorization to use privately-owned cars. *Ref. N.J.A.C. 6A:23A-7.9(c)(4v)*

Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

- Vehicle Registration – Required Submission – With Reimbursement Purchase Order  
All individuals using personal vehicles on a travel event must submit a copy of the vehicle registration with the purchase order for travel reimbursement.  
*Ref. N.J.A.C. 6A:23A-7.13(e)(9)*

All travel by automobile must be done by the most direct, economical and usually traveled route. Travel miles will be the actual mileage traveled. The Business Office will use [www.mapquest.com](http://www.mapquest.com) as a verifying guide, if necessary.

- Carpooling  
The Board encourages the use of carpooling for economical and environmental reasons. The Board will only reimburse the employee/owner of the vehicle being used. New Jersey Insurance Certificate and Vehicle Registration copies are required.
- Tolls  
Reimbursement will be provided for the cost of all tolls. Every effort should be made to obtain receipts. EZ Pass documentation is acceptable.
- Parking Costs  
Reimbursement will be provided for the cost of all reasonable parking costs. A receipt for parking payment is required for reimbursement.

*Please Note:* One-day Trips – Meals -- Not Reimbursable  
One day trips are not eligible for any meal and incidental travel expense reimbursement.

### **E. Reimbursement Procedures – School Business Travel**

#### **1. Travel Reimbursement Voucher**

The travel reimbursement voucher shall be completed by the employee to document the details of the travel event. The voucher must be signed by the employee to certify as to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of approval officials for processing. **(See Appendix BT-4 for Travel Voucher)**

A Travel Reimbursement Voucher form for multiple travel events is available. **(See Appendix BT-4A)**

## School Business Travel

2. Documentation Required – Expenditures
  - a. Transportation – Personal Vehicle
    - Actual mileage traveled, dates traveled – attach one of the following:
      - \*MapQuest
      - \*Google Maps
      - \*Yahoo Maps
    - Travel Mileage Commute Deduction Worksheet
    - Insurance Identification Card
    - Vehicle Registration
  - b. Tolls -- Toll receipts or EZ Pass documentation whenever possible.
  - c. Parking -- Receipt required except for parking meters.
3. Documentation Required – Other
  - a. Purchase Order
  - b. Travel Request Form – copy
  - c. Copy of Report – Professional Development travel only (See appendix BT-8)
  - d. Envelope for Receipts

## 4. Miscellaneous Provisions

### Attachments to Purchase Order

All required documents shall be attached to the purchase order requesting reimbursement.

### Receipts

Actual and original receipts are required. Credit card statements shall not be accepted as documentation of expenses.

### Reimbursement Payment

The School Business Administrator shall not approve or issue payment until all required documentation and information has been submitted and verified.

### Deadline to Submit Reimbursement – June 30<sup>th</sup> Deadline

All outstanding travel vouchers for the school year ending June 30<sup>th</sup> shall be submitted as soon as possible after June 30<sup>th</sup> regardless of amount, notwithstanding. *N.J.A.C. 6A:23A-7.13(f)*

### Deadline to Submit Reimbursement – July 30<sup>th</sup> Deadline

Travel mileage reimbursement requests of the just completed school year, that are not submitted by July 30<sup>th</sup> or the date approved by the district for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid. *Ref. N.J.A.C. 6A:23A-7.13(g)*

## School Business Travel

### F. Travel Violations—Monitoring/Compliance

All travel will be monitored to ensure compliance as follows:

#### Office of the Superintendent or Designee

The Office of the Superintendent, in conjunction with the Assistant Superintendent/Chief of Operations/School Business Administrator shall review all requests for travel to ensure compliance with the law, code, policy and administrative rules. Any employee who violates the law, code, policy or rules shall be subject to the penalties assigned in N.J.S.A. 18A:11-12(s).

#### Office of the School Business Administrator

The Office of the School Business Administrator shall review all requests for travel reimbursement to ensure compliance with the law, code, policy and administrative rules in accordance with N.J.A.C. 6A:23A-7.6(c).

#### Board of Education

If, on occasion, there is a Board of Education member who violates the school district's travel policy, law, or code, it shall be reported to the full Board of Education, who shall by board resolution, initiate sanctions outlined in N.J.A.C. 6A:23A-7.7(c) against said Board Members.

### G. Sanctions for Violations of Travel Requirements

#### Maximum Travel Violations

Any board that violates its established maximum travel expenditure as set forth in N.J.A.C. 6A:23A-7.3 above, or that otherwise is not compliance with the travel limitations set forth in this section may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and N.J.S.A. 18A:7F-60.

#### Travel Approval Violations; Approval Authority – Superintendent of Schools/Designee

A person who approves any travel request or reimbursement in violation of the district's policy or these rules shall be required to reimburse the school district in an amount equal to three (3) times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12. In accordance with N.J.A.C. 6A:23A-7.7(b)(1) the approval authority for travel for the Passaic Public School District is the Superintendent of Schools. In case of absence of the Superintendent, the alternate approval authority to approve travel requests is the Assistant Superintendent/Chief of Operations/School Business Administrator. *Ref. N.J.A.C. 6A:23A-7.4(a)(1)*

They shall be subject to all penalties as outlined in this section.

#### Travel Reimbursement Approval Authority – School Business Administrator

The School Business Administrator (SBA) is designated as the travel reimbursement approval authority. The SBA shall review and approve all requests for travel expenditure reimbursements pursuant to N.J.A.C. 6A:23A-7.6(c) and shall be subject to all penalties as outlined in N.J.A.C. 6A:23A-7.7(b).

## **School Business Travel**

### Travel Violations - Employees

An employee or board member who violates the school district's travel policy or these rules shall be required to reimburse the school district in amount equal to three (3) times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12. *Ref. N.J.S.A. 18A:11-12(s), N.J.A.C. 6A:23A-7.7(c)*

### Violations of Administrative Code – Loss of State Aid

Any Board of Education that violates its established maximum travel expenditure or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the Commissioner including reduction of State aid in an amount equal to any excess expenditure. *Ref. N.J.S.A. 18A:11-12(r)*



# **SCHOOL BUSINESS TRAVEL**

## **APPENDIX**

- BT-1 Request Form – School Business Travel
- BT-2 Checklist for Superintendent/Designee Review
- BT-3 Request Form - Returned
- BT-4 Travel Reimbursement Voucher
- BT-4A Travel Reimbursement Voucher  
(Multiple Trips)
- BT-5 Travel Reimbursement Checklist
- BT-6 Return of Purchase Order  
Reimbursement of Travel Expenses
- BT-7 Travel Mileage Commute Deduction  
Worksheet
- BT-8 Standardized Form to File a Brief Report

**REQUEST FOR**

**REGULAR SCHOOL**

**BUSINESS TRAVEL FORM**

Submit to the Superintendent's / Designee's Office  
With Attachments

Appendix BT-1

PASSAIC PUBLIC SCHOOLS  
PASSAIC, NEW JERSEY

**REQUEST FOR REGULAR SCHOOL BUSINESS TRAVEL**

This form is to be submitted to the Office of the Superintendent / Designee at least ten (10) days prior to the event

<b>To:</b>	Name of Principal or Administrator/Supervisor		
<b>From:</b>	Name of Employee (Please Print)	Location of Employment	Grade/Subject
<b>I hereby request permission for:</b>	_____ Visitation		
<b>check one (✓)</b>	_____ Attendance at Regularly Scheduled Event – In-State		
Name of Event, School or Office :			
Location of Event	Street Address	City, State, Zip	
Name of Sponsor Group:			
Dates of Event – Please include days of the week.			
A substitute will be necessary.			Yes      No      N/A

**Reimbursable Expenses (Estimated)**

Registration Fee (Not to Exceed \$150.00 per individual)	\$
Transportation (Mileage) -- Own Car _____ miles @ _____ Cents per mile	\$
Tolls (receipt preferred)	\$
Parking (receipt required)	\$
<b>TOTAL ESTIMATED COSTS</b>	<b>\$</b>
Budget Account Number	

*One day trips – Meals not reimbursable – Total Maximum Travel Amount \$1,500.00 Per Year Per Individual*

**Documentation/Justification – Separate Paper Attachment**

- ♦ Pursuant to N.J.A.C. 6A:23A-7.5, you shall provide a brief statement that includes the primary purpose of the travel and key issues that will be addressed at the event.
- ♦ A copy of the travel event agenda, itinerary shall be attached to the request form.
- ♦ Insurance ID Card - Copy

<b>Approvals</b>	<b>Please circle</b>		<b>Initials</b>	<b>Date</b>
Building Principal	Approved	Not Approved		
Administrator/Supervisor	Approved	Not Approved		
Assistant Superintendent of Schools	Approved	Not Approved		
Superintendent of Schools / Designee	Approved	Not Approved		

Board of Education approval is not required for Regular School District Business Travel.

**Certification by Employee**

I certify that the information provided in this document is accurate to the best of my knowledge. I have also read and understood the *Administrative Rules for Regular School District Business Travel* issued by the school district.

Employee Signature	Date
--------------------	------

White.....Superintendent's/Designee's Office

Yellow.....Business Office

Pink.....Confirmation of Request

(BT-1)

# School Business Travel

## **Checklist for Superintendent/Designee Review**

The attached Checklist for Superintendent/Designee Review has been prepared for the employee to use as a guide when submitting School Business Travel requests to the Superintendent of Schools/Designee

Appendix BT-2

Passaic Public Schools  
Passaic, New Jersey 07055

**Request for  
School Business Travel**

**CHECKLIST  
for  
Superintendent/Designee Review**

<input type="checkbox"/>	1. Request Form – School Business Travel – Completed with signatures
<input type="checkbox"/>	2. Attachment – Justification Statement
<input type="checkbox"/>	3. Attachment – New Jersey Insurance Identification Card (If Applicable)

All requests for travel are to be submitted to the

Office of the Superintendent/Designee Office

at least ten (10) days before the scheduled travel event.

(BT-2)

# School Business Travel

## **Request Form Returned**

The attached Request Form Returned checklist is a document that the Superintendent's/Designee's Office uses to determine if all documentation has been submitted for approvals.

Any employee receiving the checklist must make the appropriate adjustments before travel approval can be considered.

The document is also used when the Superintendent's/Designee's Office denies permission to travel.

Appendix BT-3

PASSAIC BOARD OF EDUCATION  
PASSAIC, NEW JERSEY 07055

MEMORANDUM

**To:** \_\_\_\_\_  
**From:** R. Aaron Bowman, Interim School Business Administrator/Board Secretary/Purchasing Agent  
**Date:** \_\_\_\_\_  
**Re:** Return of School Business Travel Form(s)

**School Business Travel – Request Form -- Return**

\_\_\_\_\_ **Approval Needed Prior to Travel** – The request form was received after the travel date.  
\_\_\_\_\_ **Insurance Card** – New Jersey Insurance Identification Card (when applicable) – not attached.  
\_\_\_\_\_ **Justification Statement:** \_\_\_\_\_ Missing \_\_\_\_\_ Not Adequate – Please resubmit  
\_\_\_\_\_ **Signatures Missing:** \_\_\_\_\_ Administrator/Supervisor \_\_\_\_\_ Employee  
\_\_\_\_\_ **Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Approval Denied** -- It is the determination of this office that the Travel Event requested does  
Not meet the criteria as noted in N.J.A.C. 6A:23A-7.2(c).

\_\_\_\_\_  
R. Aaron Bowman CPA, PSA  
Interim School Business Administrator/Board Secretary/Purchasing Agent

(BT-3)

## **Regular School Business Travel**

# **Travel Reimbursement Voucher**

The attached Travel Reimbursement Voucher is to be completed and attached to the purchase order for reimbursement of travel expenses.

The Superintendent's/Designee's signature is required prior to submitting to the Business Office.

The School Business Administrator will sign upon verification of receipts and documents.

Appendix BT-4



Passaic Public Schools  
Passaic, New Jersey 07055

**School Business Travel  
Reimbursement Voucher**

N.J.A.C. 6A:23A-7.13(b)

Travel Event

Name of Travel Event: \_\_\_\_\_

Destination: \_\_\_\_\_  
*City / State*

Date(s) of Travel: \_\_\_\_\_  
*Day of Week / Date*

Approval Date

Superintendent of Schools /Designee \_\_\_\_\_

Expenditures

Transportation – Personal Vehicle \$ \_\_\_\_\_

\_\_\_\_\_ miles @ \_\_\_\_\_ cents per mile

Tolls \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

**Total Reimbursement** \$ \_\_\_\_\_

Employee Certification

I hereby certify that all expenses noted represent “actual and reasonable” expenditures incurred by me on the approved travel event.

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*

Approval Authority

\_\_\_\_\_  
Superintendent of Schools /Designee

\_\_\_\_\_  
School Business Administrator

(BT-4)

# Regular School Business Travel

## Travel Reimbursement Voucher

### Multiple Travel Events

The attached Travel Reimbursement Voucher for Multiple Travel Events is designed for the school employee who during the course of the school year takes multiple School Business Travel events.

The voucher form is to be completed and attached to the purchase order for reimbursement of travel expenses. Attached to the voucher form are documentation as required and noted in the

School Business Travel  
Reimbursement Checklist  
BT-5

Documentation for each travel event shall be attached to the voucher form for each travel event.

(BT-4A)



# Regular School Business Travel

## **Reimbursement Checklist**

The attached Travel Reimbursement Checklist is to be used as a guideline for those individuals that are seeking to be reimbursed for any approved travel.

The Reimbursement checklist is to be attached to the purchase order.

Passaic Public Schools  
 Business Office  
 Passaic, New Jersey 07055

## School Business Travel

The following items must be attached to all purchase orders for School Business Travel reimbursement. The School Business Administrator shall not approve or issue payment until all required documentation and information has been submitted and verified.

_____	A.	<b>Purchase Order</b> The purchase order for reimbursement shall be duly signed by the appropriate administrator and the Superintendent's Designee
_____	B.	<b>Travel Request Form – Copy</b> The Travel Request Form shall be completed and signed noting prior approval dates. Attached must be a copy of the itinerary and/or agenda of the travel event.
_____	C.	<b>Travel Voucher Form – Original</b> The Travel Voucher Form submitted shall document all expenses and be signed with original signatures of the employee <b>and Superintendent/Designee</b> . The School Business Administrator shall sign the document upon review of all expenditures.
_____	D.	<b>Envelope -- Receipts</b> All original receipts with date and time of expense incurred shall be placed in an envelope and attached to the Travel Voucher.
_____	E.	<b>Copy of Report</b> All persons authorized to travel shall prepare and submit a brief report explaining the travel event. A copy of the travel report shall be submitted with the purchase order for reimbursement. (Not required for visitations)
_____	F.	<b>Personal Vehicle Documentation (If applicable)</b> Copy of the Vehicle Registration Copy of the Insurance Identification Card
_____	G.	<b>Travel Mileage Commute Deduction Worksheet</b>
_____	H.	<b>Miles Traveled – Supporting Documentation – attach one of the following:</b> <ul style="list-style-type: none"> <li>• Map Quest</li> <li>• Google Maps</li> <li>• Yahoo Maps</li> </ul>

(BT-5)

# Regular School Business Travel

## **Return of Purchase Order Reimbursement of Travel Expenses**

The attached Return of Purchase Order form is used by the Business Office to inform the person who submitted a purchase order for travel reimbursement that there were some deficiencies in the paperwork.

The employee has to make all adjustments as noted on the form before any reimbursement can be considered.

Appendix BT-6

BUSINESS OFFICE

MEMORANDUM

SCHOOL BUSINESS TRAVEL

TO: \_\_\_\_\_  
FROM: R. Aaron Bowman, Interim School Business Administrator,  
Interim Board Secretary, Purchasing Agent  
DATE: \_\_\_\_\_  
RE: ***Return of Purchase Order(s) – Reimbursement of Travel Expenses –  
Items Not Submitted***

\_\_\_\_\_ Approval Documentation

\_\_\_\_\_ Regular School Business Travel Request Form—  
Not Attached  
Missing – Superintendent/Designee Approval Signature

\_\_\_\_\_ Transportation – Personal Vehicle

\_\_\_\_\_ Actual Miles Traveled/Dates of Travel – Attach one of the following:

- \*Map Quest
- \*Google Maps
- \*Yahoo Maps

\_\_\_\_\_ Mileage Rate – Incorrect Rate \_\_\_\_\_ per mile

\_\_\_\_\_ Mileage Commute Deduction Worksheet

\_\_\_\_\_ Insurance Identification Card

\_\_\_\_\_ Vehicle Registration

\_\_\_\_\_ Parking Receipts

\_\_\_\_\_ Travel Voucher Form

\_\_\_\_\_ Signatures Missing

\_\_\_\_\_ Form Not Attached

\_\_\_\_\_ Travel Report – Not Attached

\_\_\_\_\_ Other \_\_\_\_\_

Please submit all items with the form attached to the Business Office.

(BT-6)

# **Travel**

## **Mileage Commute Deduction**

### **Worksheet**

Appendix BT-7



# Travel Mileage Commute Deduction Worksheet

All school districts must adhere to state law, state code and NJ Department of Treasury Circulars as it pertains to travel. The NJ Department of Treasury NJ Circular 16-11-OMB—Travel Regulations. Of particular attention is Section H—Travel by Personal Vehicle (Mileage Basis)

### **Deduct Home to Work Commute Mileage**

The State of NJ has mandated through NJ Circular 16-11-OMB Section H-4 that all commutation expense must be deducted when calculating mileage allowance.

This worksheet is provided to school employees who plan to travel.

### **Worksheet**

Home Address to Travel Destination Address		_____ miles
Home Address to Passaic, NJ	Deduct	_____ miles
<b>One Way Mileage Total</b>		<b>_____ miles</b>

You would then double the mileage traveled for round trips and enter that mileage on all forms for approval and reimbursement.

### ***For Example***

123 Hamburg Turnpike, Wayne NJ to 329 State Street, Trenton NJ		75 miles
---	--	----------

123 Hamburg Turnpike, Wayne NJ 663 Main Ave, Passaic NJ	Deduct	10 miles
--	--------	----------

**One Way Mileage Total                      65 miles**

Please maintain this worksheet on file with your travel folder and make available for any auditor review.

### Documentation, Supporting

All employees are to submit with this form a copy of the actual route traveled, via a copy from one of the following websites:

- Map Quest
- Google Maps
- Yahoo Maps

\_\_\_\_\_  
Name of Employee/Board Member

\_\_\_\_\_  
Date(s) of Travel

(BT-7)

# **Travel**

## **Standardized Form to File a Brief Report**

Appendix BT-8

**Passaic Board of Education  
Passaic, NJ 07055**

**Standardized form for board members and employees to file a brief report about:**

- (a) training and seminars**
- (b) conventions and conferences and**
- (c) retreats**

*Statutory requirement:*

After the event, **attendees must provide a brief report** that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district.

[P.L. 2007, c. 53; travel requirements at N.J.S.A. 18A:11-12]

Name: \_\_\_\_\_

Place of event and date of travel: \_\_\_\_\_

**Brief description of the primary purpose for the travel:**

**Summary of the goals and key issues that were addressed at the event:**

**The relevance of the items discussed at the event to improving instruction or the operation of the school district:**

BT-8