

## **WALL TOWNSHIP PUBLIC SCHOOLS**

### **TRAVEL PROCEDURES FOR REGULAR SCHOOL BUSINESS (STAFF TRAVELING BETWEEN BUILDINGS OR OTHER REGULAR BUSINESS)**

All mileage reimbursements must be submitted no later than 45 days after the travel occurred. Supervisors should regularly review the balance on open purchase orders to make sure there are sufficient funds for the entire year. All travel reimbursements must be paid from the budget year in which they occurred.

1. Building Principal/Supervisor enters the annual amount of mileage reimbursement for each employee that will receive reimbursement for Regular School Business and enters a pay down requisition at the beginning of the school year or prior to travel event(s).
2. Employee submits "Mileage and Expense Reimbursement for Regular School Business" to principal/supervisor, along with the following documentation.
  - A valid New Jersey Insurance Identification Card
  - District Mileage Chart and/or driving mileage map i.e. Google Map
3. Building Principal/Supervisor submits the following to the Business Office within 45 days of travel event for reimbursement:
  - Completed and approved Mileage and Expense Reimbursement for Regular School Business Form
  - Signed purchase Order (yellow copy) or Purchase Order Pay-Down Schedule
  - A valid New Jersey Insurance Identification Card
  - District Mileage Chart and or a driving mileage map i.e. Google Map

Note: All travel reimbursements must be paid out of budget in which they occurred. Therefore, reimbursement for travel events late in the year (May, June) will only Occur with a previously entered purchase order and all documentation received by July 31<sup>st</sup> following the budget year.

*Note: Adhering to submission deadlines is the responsibility of the employee. The District will not be responsible for reimbursement to employees who do not adhere to these procedures.*



	High School	Int.School	Allenwood	Central	Old Mill	W.Belmar	Primary	Sp.Services	18th Avenue	Transp.
High School	0.0	1.8	3.6	2.9	2.1	1.5	1.0	1.0	1.3	0.6
Intermediate	1.8	0.0	2.2	3.6	1.7	3.0	2.4	1.0	1.5	1.8
Allenwood	3.6	2.2	0.0	3.1	3.5	5.1	4.0	3.0	2.8	4.0
Central	2.9	3.6	3.1	0.0	4.6	3.6	1.8	3.2	3.0	3.2
Old Mill	2.3	1.7	3.5	4.9	0.0	2.9	2.9	2.3	3.0	1.7
W. Belmar	1.5	3.0	5.1	3.6	2.9	0.0	2.0	2.7	2.8	1.5
Primary	1.0	2.4	4.0	1.8	2.9	2.0	0.0	1.5	1.3	1.5
Sp. Services	1.0	1.0	3.0	3.2	2.3	2.7	1.5	0.0	0.5	1.7
18th Ave Fields	1.3	1.5	2.8	3.0	3.0	2.8	1.3	0.5	0.0	1.9
Transportation	0.6	1.8	4.0	3.2	1.7	1.5	1.5	1.7	1.9	0.0

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