

CONFERENCE ATTENDANCE APPLICATION

APPLICATION FOR REIMBURSEMENT OF TRAVEL AND RELATED EXPENSES
APPLICATIONS MUST BE SUBMITTED TO THE SUPERINTENDENT OF SCHOOLS
PRIOR TO CONFERENCE WORKSHOP DATE*

NOTE: Application procedure (mileage and reimbursement) has been changed (see bottom) –

*In accordance with Board of Education policy and regulations, all reimbursable travel-related expenses must be **approved by both the Superintendent of Schools and Board of Education prior to incurring the expenses** and be supported by receipts. Travel-related expense includes: mileage reimbursement, meals, parking, tolls, transportation (air, rail), and lodging. All reimbursements for mileage, lodging, meals, and miscellaneous expenses will be made at the same rates paid to employees of the State of New Jersey as set forth in the travel guidelines in NJOMB circulars 20- 04OMB and 23-02-OMB, including but not limited to types of travel, methods of transportation, mileage allowance, meal allowance, and overnight travel (see www.state.nj.us/infobank/circular/ circulars 20-04-OMB and 23-02-OMB. **The rate of the reimbursements is set forth on the back of this page. Unless you are advised otherwise by the Superintendent's office, these are the maximum rates of reimbursement for approved travel.***

NAME OF EMPLOYEE _____ DATE _____

DEPARTMENT _____ SCHOOL _____

CONFERENCE REQUESTED _____

DATE OF CONFERENCE _____ LOCATION _____

Purpose of conference and description of travel including its relationship to the scope of the employee's present position, how it is educationally necessary and fiscally prudent.

What are the objectives, how do they relate to the Linden Public Schools and how do they promote delivery of instruction?

How do you plan to share with other members of the staff?

Substitute: Required _____

Not Required _____

Registration _____

Meals (including tips) _____

Lodging _____

Mileage (\$.47/mile) _____

Tolls, Parking _____

Air, Rail _____

Taxis _____

TOTAL COST _____

Employee Signature _____ Date _____

Approval by Department Supervisor _____ Date _____

Approval by Principal _____ Date _____

Approval by Director _____ Date _____

Approval by Superintendent _____ Date _____

1. **After attending conference, complete voucher form and attach expense receipts. Complete a written review of the salient points of the conference and their relevance and/or adaptability to the Linden situation and submit to the supervisor/principal**
2. **Supervisor must initial and date completed voucher next to your signature**
3. **Send voucher/receipts with copy of approved conference form to business office**
4. ***Requests submitted beyond the sixty (60) day period will not be honored**

TRAVEL

1. Mileage - \$.47 per mile (as of July 1, 2023)
2. Parking and toll charges - actual cost
3. Air - the most economical air travel available, including the use of discounted and special rates.
4. Rail - actual and to be used when financially advantageous
5. Taxi - actual cost and to be used only when a cheaper shuttle service is not available.
6. Automobile rental is not permitted unless demonstrated to be absolutely necessary.

SUBSISTENCE ALLOWANCE - NO OVERNIGHT TRAVEL

1. Reimbursement as follows which includes tip and sales tax:

- | | |
|--------------|---------|
| a. Breakfast | \$ 7.00 |
| b. Lunch | \$10.00 |
| c. Dinner | \$15.00 |

SUBSISTENCE ALLOWANCE - OVERNIGHT TRAVEL

1. Lodging and Meals - Actual reasonable costs not to exceed federal per diem rate for current year as set forth in the Federal Register. If an employee's destination is somewhere other than the locations listed in the Federal Register, then the maximum per diem allowance is \$31.00 for meals and incidental costs and \$60.00 for lodging. Employees should check the federal register to determine the amount of reimbursement and to determine whether a higher rate exists. The federal website is <http://www.gsa.gov> The federal per diem rate schedule provides a listing of all states and major categories of lodging and meals/incidentals at each location.
2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates.

revised: April 2023