

Wayne Township Public Schools Wayne, New Jersey

Standard Operating Procedure Reimbursement to Staff

Subject: Reimbursement to Staff	Effective Date: July 1, 2013 Revised: 12.21.15	Page 1 of 3
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- I. **Purpose:** To establish the approval process and financial procedures for reimbursements to staff for professional development or other contractual reimbursements such as school-to-school travel, etc.
- II. **Authority:** Business Administrator
- III. **Terms and Conditions:** This process applies to submission of all requests for reimbursements to staff members.

Wayne Board of Education Policy #6470 – Payment of Claims
Wayne Board of Education Policy #6471 – School District Travel
New Jersey Administrative Code 6A:5.9
New Jersey Administrative Code 6A:6.10
New Jersey Administrative Code 6A:7
New Jersey Administrative Code 6A:23
New Jersey Statute 18A:11-12

- IV. **Reporting Procedures:** Superintendent, Assistant Superintendent, Business Administrator, Accounts Payable, Payroll
- V. **Approval Process:** Superintendent, Assistant Superintendent, Business Administrator
- VI. **Consequences:** Failure to follow SOP will jeopardize reimbursement for expenses paid by staff members for attendance at professional development opportunities and/or other contractual reimbursements such as school-to-school travel, etc.
- VII. **Dissemination:** All Staff

All staff reimbursements are now made via payroll rather than through a purchase requisition. All reimbursements paid on your payroll check are NON TAXABLE, which means that no Federal or State taxes have been taken on them.

SCHOOL TO SCHOOL TRAVEL

1. The Director(s) shall request from each Principal a list of staff who are entitled to travel reimbursement as per their current school year schedule and forward it to the Assistant School Business Administrator.
2. The Assistant School Business Administrator will properly encumber funds to the Payroll Purchase Order.
3. On a monthly basis, but NO more that quarterly, staff members shall submit a completed *School Mileage Reimbursement Form* to the Payroll Department. At the end of each school year, reimbursement will be forfeited if the completed form is not submitted by June 30th.
4. Complete and sign the Travel Certification form
5. The Payroll Department shall verify the mileage submitted with the *Allowable Mileage Code Sheet* (on the back of the Reimbursement Form) and the attendance calendar of the staff member.

It is the responsibility of the *staff member* to ensure the accuracy of the mileage reimbursement submitted. Any discrepancy will result in the return of the form for correction. For example, staff members submit mileage for days they are not in District such as a personal illness day, professional development day, etc.

6. Payment will be included in the employee's paycheck with the next available payroll.

WORKSHOP/TRAVEL REIMBURSEMENT

1. NJAC 6A:23-A-7 et seq, requires that all travel by school staff **MUST** have pre-authorization of the Superintendent AND THE Board of Education **BEFORE** attendance.
2. Requests for professional absence to attend workshops, seminars, etc., **MUST** be approved by the Department Administrator and/or Principal and be submitted to the Office of the Superintendent for approval on the *Professional Leave Request Form*, which is posted on the District website.
3. The Staff member shall complete the Professional Leave Request Form, have it signed as required by their Administrator and shall forward it to the appropriate central office secretary with all required documentation:
 - a. Registration information and form if necessary

- b. Map Quest directions, from home school/office to the destination, round trip x .31 cents per mile. DO NOT calculate the mileage from your home.
 - c. Complete and sign the Travel Certification Form
 - d. Estimate of other charges such as parking, tolls, etc.
 - e. GSA Schedule indicating allowable amounts for lodging/meals/incidentals. See Appendix A attached to the SOP for Professional Development.
4. After the request has been approved at a BOE meeting, Central Office staff will indicate the approval date on the Professional Leave Request Form and will provide a copy of *all* documents to (1) Payroll Department and (2) Staff member for their records.
 5. After the workshop, the attendee shall submit the following documents to Payroll for payment **WITHIN 45 DAYS** from the date of event. No reimbursement shall be made for documents received after 45 days unless the staff member has contacted the Payroll Department to notify them of the delay.
 - a. Synopsis of the workshop, signed by the staff member and immediate supervisor
 - b. Original receipts for all charges requesting reimbursement
 - c. If a credit card was used for any charges and the staff member's name does not appear on the actual receipt, then a copy of the employee's credit card showing only the name on the card and the last four digits of the credit card number (to match the four numbers on the receipt(s) submitted)

Reimbursement shall not exceed what was Board Approved. It is the responsibility of the staff member seeking reimbursement to ensure that all receipts submitted represent what was board approved. Any overages will be disallowed.

6. Reimbursement will be included in the staff member's next paycheck with the next available payroll in accordance with the Payroll Schedule.

PERSONAL EXPENSE REIMBURSEMENTS -- Other than School to School travel or Professional Development

1. If contractual, such as reimbursement for safety shoes, staff member shall submit their receipt directly to the Payroll Department.
2. No reimbursements will be processed for staff members who fail to obtain approval of the purchase IN ADVANCE.
3. For purchases of equipment or services for which a formal Purchase Requisition cannot be used, the staff member **MUST** get PRE-APPROVAL from their Principal/immediate supervisor, evidenced by either *written* documentation or email. Such documentation

will state why the staff member needed to purchase items outside of the formal School District Purchasing procedure (i.e. vendor will not except a purchase order). A copy of the approval must be provided to the staff member to be submitted with the Personal Expense Reimbursement Form.

4. Once the Principal/immediate supervisor has provided their pre-approval of the purchase, the Principal/immediate supervisor shall email the Business Administrator(or Assistant Business Administrator) to obtain PRE-APPROVAL of the purchase and provide the rationale for the purchase. The approval by the BA/Asst. BA shall be provided to the staff member for submission with their Personal Expense Reimbursement Form.
5. Once the pre-approvals are in place, the staff member may purchase the items approved, and obtain a tax exempt letter from the Business Office as sales tax cannot be reimbursed.
6. Upon the purchase of the items, the staff member shall complete and submit the Personal Expense Reimbursement Form (which resides on the District website) to the payroll office, ensuring that ALL required receipts and documents are submitted.
7. If a credit card was used for any charges and the staff member's name does not appear on the actual receipt, then a copy of the employee's credit card showing only the name on the card and the last four digits of the credit card number (to match the four numbers on the receipt(s) submitted).