

**WARREN COUNTY TECHNICAL SCHOOL**  
**TRAVEL/PROFESSIONAL DEVELOPMENT CHECKLIST**

In order to facilitate requests for travel/professional development, listed are the steps to complete your packet.

1. Fill out Professional Day request. Attach all pertinent information. That includes registration, map quest, mileage form, and personal vehicle documentation. ( mileage should commence and end using Warren Tech address), date , time etc. All travel/ workshops must have superintendent and supervisor approval as well as those **over \$150.00** must have Board approval **PRIOR** to the date of event. ( check board meeting calendar) If paperwork is not received in time for board approval, the request will be denied. Travel not approved by the board /or supervisors will be at the expense of the employee.
2. Fill out requisition and attach to your professional day request.
3. Send the packet to your immediate supervisor for approval
4. Immediate supervisor forwards the packet to the business office for review/board approval.
5. Business office will prepare a purchase order and register the employee. If employee needs to self-register, please let the business office know so we avoid duplication of effort.
6. Submit your absence into the AESOP system
7. Upon completion of professional development, you must include a Professional Development Post –program report.
8. Once the post travel report is received, any payment due employee will be processed.

# WARREN COUNTY TECHNICAL SCHOOL DISTRICT

## PROFESSIONAL DAY REQUEST

Employee \_\_\_\_\_ Date \_\_\_\_\_

Workshop Name \_\_\_\_\_

Presenter \_\_\_\_\_

Location \_\_\_\_\_

Date of Professional Day(s) \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

### Mileage Reimbursement

Approximate Mileage round trip *from Warren County Tech* to location and back \_\_\_\_\_

Cost (\$0.47 x total miles) \$ \_\_\_\_\_

Approximate Hotel \$ \_\_\_\_\_

Tolls/Parking \$ \_\_\_\_\_

Registration Fee if any \$ \_\_\_\_\_

Meals/GSA Rate \$ \_\_\_\_\_

### COMPLETE CHECKLIST BELOW (X or N/A)

<input type="checkbox"/>	Submitted into AESOP system for approval (Teachers)
<input type="checkbox"/>	Registration Requisition attached
<input type="checkbox"/>	Mileage Reimbursement Requisition attached
<input type="checkbox"/>	Hotel, Tolls, Meals, Parking Requisition attached
<input type="checkbox"/>	Workshop documentation attached
<input type="checkbox"/>	Map of route attached

PLEASE SUBMIT **POST PROFESSIONAL DAY FORM WITHIN 10 WORKING DAYS**,  
AND **ALL RECEIPTS** IN ORDER FOR REIMBURSEMENT

Staff Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PO # \_\_\_\_\_

BOE Approval date \_\_\_\_\_

**WARREN COUNTY TECHNICAL SCHOOL  
MONTHLY TRAVEL/MILEAGE REPORT**

FOR THE PERIOD \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NAME \_\_\_\_\_

PAGE \_\_\_\_ OF \_\_\_\_

DATE	DEPARTURE POINT	DESTINATION	REASON	ROUND TRIP
	1500 Rt 57 Washington			

TOTAL MILES \_\_\_\_\_ XRATE(.47) \_\_\_\_\_ =REIMBURSEMENT \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE ATTACH THIS SHEET TO THE COMPLETED REQUISITION FORM**

# WARREN COUNTY TECHNICAL SCHOOL DISTRICT

1500 Route 57, Washington, NJ 07882-3538

www.wctech.org 908-689-0122

## Travel Purchase Orders - Reimbursements

Personal Vehicle Documentation needed for all travel expenses submitted. Please copy your vehicle registration and Insurance card and affix to this letter along with completing the information below:

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\*All information will be confidential and will not be used for any other purpose.

Thank you,

WCTS Business Office

## Professional Development Post-Program Report

Please submit within 10 calendar days of incurring the travel expense(s) a brief report that includes the primary purpose for the travel, key issues that were addressed at the event, and their relevance to improving instruction or the operation of the school district.

Name of workshop: \_\_\_\_\_

Date: \_\_\_\_\_ Date approved by board: \_\_\_\_\_

Location: \_\_\_\_\_

Person attending (print): \_\_\_\_\_

Post program report: \_\_\_\_\_

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\*Attach separate page if needed.

Please attach this form and all receipts which pertain to this workshop such as gas receipts, mileage reports, overnight accommodations, food and event fees to the Green copy of your purchase order before submitting approval of your supervisor.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

# POLICY

## Warren County Technical School Board of Education

Section: Finances  
6471. SCHOOL DISTRICT TRAVEL  
Date Created: May 2009  
Date Edited: September 2021

### 6471. SCHOOL DISTRICT TRAVEL M

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;
2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed \$1,000 (No more than \$ 1,500.00) and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education excludes from the requirements of prior Board of Education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).]

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

The Superintendent of Schools is the final approval authority for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12

N.J.A.C. 6A:23A-5.9; 6A:23A-7

# POLICY

## Warren County Technical School Board of Education

Section: Teaching Staff Members  
3240. PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)  
Date Created: March 2000  
Date Edited: January 2021

### 3240. PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)

#### M

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9B-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be updated annually in accordance with N.J.A.C. 9C-4.4(c) and modified during the year as outlined in N.J.A.C. 9C-4.4(d).

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13; 6A:9C-3.3;

6A:9C-4.1 et seq.

Adopted: 15 March 2000  
Revised: 17 February 2010  
Revised: 18 June 2014  
Revised: 20 January 2021