

EMPLOYEE TRAVEL TRAINING

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TRAVEL REGULATIONS

- NBOE File Code 9250
Travel and Expenses
- OMB Circular 16.11
- OMB Circular – New
Mileage Rate
- NJAC 6A:23A Subchapter 7



FORMS

- TRAVEL DOCUMENTS:
 - Check off List
 - Travel Authorization Form (TR-1)
 - Justification of Travel
 - Expense Report (TR-2)
- REQUEST FOR AN EMPLOYEE SUPPLIER ID NUMBER



HOW TO CREATE TRAVEL REQUISITIONS

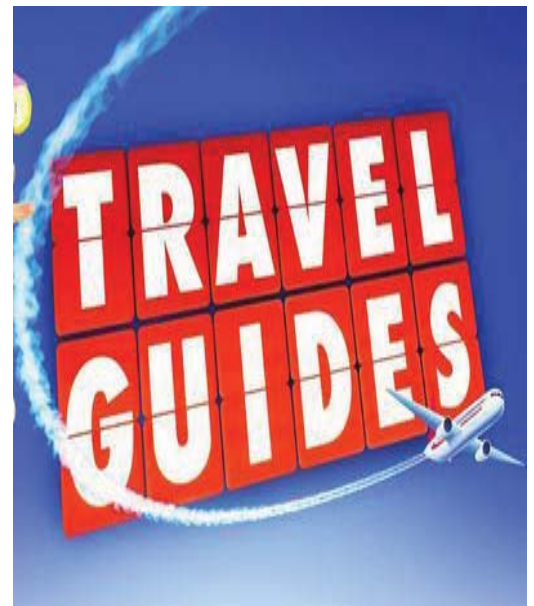
REIMBURSEMENT OF EXPENSES

- Hotel accommodations (if not included with the registration)
- Air/Train/Bus Fares
- Baggage Fees (one bag each way)
- Meals (meal rate is based on the city and state of travel)
- Parking and Tolls
- Taxi Services (to/from airport/train to hotel and back)
- Mileage (from home address to destination)
- Travel Waiver needed for all meals and hotel accommodations within the State of New Jersey
- Registration can be paid by the NBOE if submitted by the due date for entry



ACCOUNT NUMBERS TO USE

- Travel Account Line – TRV Strategy Code
- Can use the miscellaneous line – 800 or 890 for registration.
- PIF Account lines are:
 - Local 32 10-11-000-223-580-455-803-000
 - NTA 10-11-000-223-580-455-806-000
 - NTU 10-11-000-223-580-455-807-000
 - CASA 10-11-000-223-580-455-810-000
 - Unaffiliated 10-11-000-223-580-455-811-000



REIMBURSEMENT OF EXPENSES

Paperwork to submit to Accounts Payable:

- Signed Expense Report (TR-2).
- Signed Voucher (purchase order).
- Proof of attendance if being reimbursed using PIF.
- Proof of payment of each reimbursable item.
- Original meal receipts.
- Proof of mileage (mapquest etc.).



QUESTIONS

