

## Travel and Reimbursement for Professional Development Information from the NJ Department of Education

### **Improved Definition of "Regular School District Business Travel"**

The final regulations permit boards to adopt policies which allow for regular business travel without prior board approval. Regular business travel now includes in-state professional development programs that cost \$150 or less per person per program. The regulations also provide that the \$150 amount may be adjusted in future years for inflation. See N.J.A.C. 6A:23A-1.2.

### **No More Cap on Number of Attendees for In-State Professional Development**

The final regulations eliminate the cap on the number of persons permitted to attend in-state professional development programs without first receiving prior written approval from the executive county superintendent. See N.J.A.C. 6A:23A-5.9(c). For out-of-state events, the regulation now provides for attendance of no more than five persons without prior written approval of the executive county superintendent.

### **Reasonable Meal Expenses May be Reimbursed**

The regulations now provide for "full" reasonable reimbursement for out-of-district one day training sessions which include lunch in the lump-sum registration fee. This should alleviate concerns regarding professional development which include reasonable meal costs in the registration fee. The regulations now also permit reimbursement for the cost of an official luncheon or dinner, up to \$7 and \$10, respectively, where the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's responsibilities.