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TOWNSHIP OF UNION SCHOOLS  
TRAVEL EXPENDITURE MAXIMUM  
FISCAL 2024-2025

WHEREAS, pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.; and

BE IT RESOLVED, the Township of Union Board of Education includes in the final budget a maximum travel expenditure in the amount of \$85,000.00 for the 2024-2025 school year. The maximum travel expenditure for the 2023-2024 school year is \$85,000.00, of which \$18,594.16 has been spent and \$19,454.72 is encumbered as of February 29, 2024.

DATED: April 24, 2024

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Chastity Santana, President, Board of Education

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Dr. Gerald Benaquista, Superintendent of Schools

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Yolanda Koon, Board Secretary

TOWNSHIP OF UNION SCHOOLS  
TRAVEL AND RELATED EXPENSES REIMBURSEMENT

WHEREAS, The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

A board of education may establish, for regular district business travel only, an annual school year threshold of \$150.00 per staff member or district board of education member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

Travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms;

NOW BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the final budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$85,000.00 for all staff and board members for 2024-2025 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

DATED: April 24, 2024

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Chastity Santana, President, Board of Education

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Dr. Gerald Benaquista, Superintendent of Schools

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Yolanda Koon, Board Secretary