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New Jersey Schools Insurance Group

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Board of Trustees Meeting of June 15, 2016

Action Item

Second Policy Reading

Trustee Expense Policy 3210

Recommended Resolution: Approve the second reading of Trustee Expense Policy 3210 as attached.

William Mayo

William M. Mayo, CPCU, ARM
Executive Director

NJSIG Policies

Adopted: 09/83
Amended: 10/93, 6/11
REVIEWED: 06/20/11, 5/18/16

Index #: 3210
Page 1 of 1

TRUSTEE REIMBURSEMENT OF EXPENSES

Trustees may apply to be reimbursed for actual expenses incurred on behalf of the Group, per the guidelines of the New Jersey Schools Insurance Group.

TRAVEL

Public carrier fares are chargeable if travel is for official Group business. Reimbursement shall occur on the least costly but practical means of transportation. For airplane and train travel, Trustees shall procure travel at the lowest available fare unless such transportation is not available.

HOTEL ACCOMODATIONS

Room accommodations for Trustee travel shall be at rates considered mid-fair.

MILEAGE

Reimbursement may be claimed for any mileage accrued for business purposes.

A Trustee using their personal automobile for approved Group business shall be reimbursed at a rate equal to the Federal Internal Revenue Service (IRS) mileage allowance. A Trustee who is authorized to use their personal automobile must provide the Group with proof of a valid drivers' license and proof of liability insurance in force at the time the business travel occurs and with insurance coverage minimums equal to or greater than those set by New Jersey law.

PER MEAL ALLOWANCE

A per meal allowance, up to the limits of the Federal per meal allowance, will be paid for meals consumed by a Trustee conducting Group business. The allowance is not authorized for meals provided as part of any registration, conference or program whose registration was paid by the Group. The per meal allowance for meals will be that which is annually set as the Federal per meal guidelines. ~~Alcohol will be an approved expense only when part of business entertainment.~~