

**ATLANTIC & CAPE MAY COUNTIES ASSOCIATION  
OF SCHOOL BUSINESS OFFICIALS JOINT INSURANCE FUND  
(ACCASBOJIF)**

**RESOLUTION NO. 2018-13**

**AFFIRMING FUND POLICIES**

**WHEREAS**, the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (the "Fund") is duly constituted as a School District Self Insurance Fund and has been organized in accordance with the provisions of *N.J.S.A. 18A:18B:1-10*; and

**WHEREAS**, the participating Boards of Education have made their respective designations of Commissioners who, in turn, have elected a Board of Trustees for the Fund who will collectively serve as the Governing Body for same; and

**WHEREAS**, the Trustees of the Fund find that it is necessary and appropriate to make decisions regarding the operations of the Fund;

Now, **THEREFORE, BE IT RESOLVED** by the Trustees of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, assembled in public session on May 16, 2018, that the following policies are established:

1. A Travel Expense Reimbursement Policy, which is annexed hereto and adopted by the Fund for the fund year 2018-2019.
2. Student Accident Insurance Requirement Policy. Each member of the Fund is required to carry Student Accident Insurance. Required evidence of coverage is the Declarations page of each member's 2018-19 Student Accident Insurance Policy. Evidence of coverage is to be submitted by each Fund member to the Fund Executive Director's office at the beginning of each Fund year.
3. To the extent possible, it is the policy of the Fund that Officers of the Board of Trustees serve for a term of two years. This allows the leadership of the Fund to be shared by many members over time and ensures that fresh perspective is consistently achieved.

**BE IT FURTHER RESOLVED**, that copies of this Resolution shall be provided to the Secretary, to the Administrator/Executive Director, and to the Treasurer of the Fund for their information and attention.

This Resolution was duly adopted by the Atlantic & Cape May Counties  
Association of School Business Officials Joint Insurance Fund Board of  
Trustees at a public meeting held on May 16, 2018.

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Secretary

## **Travel - Expense Reimbursement Policy**

Persons authorized to travel on official Fund business are encouraged to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary travel and other expenses shall not be approved or reimbursed. Travel routes should be planned so that minimum amounts of travel and expense are involved. Participants shall be responsible for making their own travel arrangements unless otherwise noted. Expenditures for official travel are reimbursable if incurred in accordance with these guidelines:

### **I. Conference Registration**

Cost of registration for any conference or seminar shall be paid in advance by the Fund.

### **II. Transportation**

The Fund shall reimburse participants for the full cost of travel by air (if appropriate). The maximum amount reimbursable for air travel shall be the standard fare for travel commencing the day before the conference begins and ending on the day after the conference ends.

### **III. Lodging**

The Fund shall reimburse participants for the cost of lodging at conference rates. The maximum amounts reimbursable for hotel accommodations shall be conference rates for evenings commencing the day before the conference begins and ending the day after the conference ends. Example: If a conference runs Sunday through Wednesday, Saturday Evening and Wednesday evening room charge will be reimbursed. Expenses for laundry, valet, entertainment, room service, and other charges of a similar nature are considered personal charges and shall not be reimbursed.

**Maximum expenses for both transportation and hotel lodging expenses shall not exceed the combined total cost of standard airfare and lodging at conference rates.**

### **IV. Meals**

The Fund shall reimburse participants for meals incurred during the course of travel and while attending the conference. A maximum of three meals per day will be reimbursed as follows: breakfast @ \$15, lunch @ \$25 and dinner @ \$35. The maximum meal reimbursement per day will be \$75. Meal totals cannot be averaged over the course of multiple days and meals will not be reimbursed without a receipt.

### **V. Related Expenses**

The Fund shall reimburse participants for necessary incidental expenses incurred during the course of travel. These shall include ground transportation to and from airports and hotels, portage, rental car and parking expenses (if appropriate), etc. The Fund will reimburse taxi expenses for transportation to and from hotels and airports and for transportation to and from conference events only in cases where shuttle services are unavailable. Receipts must be provided in order to receive reimbursement.

### **VI. Spouses/Significant Other**

Expenses for spouses/significant others shall not be reimbursed. This includes such expenses as additional charges for travel, transportation, lodging, meals, event attendance fees, and/or miscellaneous expenses.

### **VII. Reimbursement Procedures**

Under normal conditions, persons authorized to travel on official business shall provide themselves with sufficient funds of their own to cover all current expenses. To receive reimbursement for

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*Joint Insurance Fund*

travel related expenses, participants must submit all receipts and other evidence of allowable expenses to the Fund Administrator with a completed voucher. Total reimbursement for participants will be subject to a maximum reimbursement of \$2,500. The Administrator shall approve all expenses in accordance with the Fund's guidelines. Any excessive charges will be presented to the Board of Trustees for approval.

**VIII. Information Dissemination Requirements**

All persons authorized to attend conferences in accordance with this policy will be required to present, upon their return, a report highlighting topics covered at the conference which can be of benefit to other members. Participants shall also provide copies of written materials gathered while at the conference to the Fund's Administrator so that copies can be provided to other members upon request.