

Oradell Public School District

Our children, our hope, our future

**APPLICATION FOR PROFESSIONAL WORKSHOP/
CONFERENCE/SEMINAR/CONVENTION/VISITATION ETC.**

Name: _____ Position: _____ Date of Application: _____

Title and Location of Event: _____

Date(s): _____ Times: From: _____ To: _____

Please indicate (X) if a substitute is needed: am: _____ pm: _____ all day: _____ not needed: _____

Purpose of Workshop/Visitation – What is the primary **purpose** of the event? Describe the event’s **relevance** to improving district instruction or operations.

Purpose: _____

Relevance: _____

Note to Faculty: Please submit this form with the appropriate registration form at least 30 days prior to the event (for Tri-District, non-fee meetings simply complete this form as soon as you become aware of the meeting/event).

The *School Accountability Act (A5)* requires employees to submit a report, in writing, including a description of the primary purpose for the travel and the key issues addressed and their relevance to improving district instruction or operations (this is not required for Tri-District meetings). The report must be submitted to your immediate supervisor no later than two weeks after the completion of the workshop/event. Report forms are available on the OPS Intranet.

Costs to be paid by the Oradell Board of Education:

Transportation: # miles: _____ approved rate \$0.47 = \$ _____
Registration Fee \$ _____ Other Fees \$ _____ (Please Explain): _____

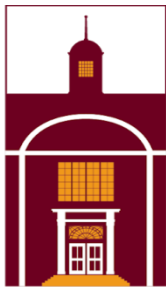
Administrative Review: _____ **School Business** _____ **Other**

_____ Recommended _____ Not Recommended _____ Date _____
Immediate Supervisor

_____ Approved _____ Not Approved _____ Date _____
Superintendent

_____ Approved _____ Not Approved _____ Date _____
Oradell Board of Education Approval

Following administrative review, the Central Office will furnish you with a copy.



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Travel Mileage Commute Deduction Worksheet

All school districts must adhere to state law, state code and NJ Department of Treasury Circulars as it pertains to travel. The NJ Department of Treasury issued on March 1, 2016, NJ Circular 16-11 OMB – Travel Regulations. Of particular attention is Section H— Travel by Personal Vehicle (Mileage Basis)

Deduct Home to Work Commute Mileage

The State of NJ has mandated through NJ Circular 16-11 OMB Section H-4 that all commutation expense must be deducted when calculating mileage allowance.

This worksheet is provided to school employees who plan to travel.

Worksheet

Home Address to Travel Destination Address _____miles

Home Address to 350 Prospect Ave Oradell, NJ (OPS) Deduct _____miles

One Way Mileage Total _____miles

Round Trip Mileage _____mileage*

* If the mileage to the destination is less than your mileage to work, no reimbursement will be made. However, if you will be returning to OPS for work reasons, i.e., half day workshop, etc., please indicate mileage from destination to OPS _____miles

For Example:

123 Your Home Street, Anytown, NJ to _____ 75
miles 329 State Street, Trenton, NJ

123 Your Home Street, Anytown, NJ _____ Deduct 10
miles 350 Prospect Ave, Oradell, NJ

One Way Mileage Total 65 miles

Documentation, Supporting

All employees are to submit with this form a copy of all mileage calculations as noted above via a copy from one of the following websites:

- Map Quest/Google Maps/Yahoo Maps

Name of Employee/Board Member

Travel Date(s)

Travel Destination