

Memorandum



To: All Employees of the Vineland School District

From: Dr. Matthew W. Ross, Superintendent

Date: August 12, 2013

Subject: *Policies and Procedures Bulletin- Travel Reimbursement (August 12, 2013)*

Effective immediately, all claims for travel reimbursement for authorized employees must be submitted to Business Services with the employee time sheet. For employees exempt from submitting time sheets, all claims for travel reimbursement shall be submitted to Business Services within (5) business days.

Time sheets and travel reimbursement claims must be submitted to Business Services no later than 26th of each month for mid-month pay. If the 26th falls on a weekend or holiday all time sheets must be submitted to Business Services no later than the last weekday prior.

For any questions regarding this bulletin, please contact Business Services.