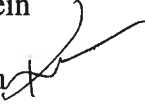


GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Kathy Mastran   
DATE: May 18, 2016  
RE: Agenda Item for May 25, 2016 Board Agenda

Maximum Travel Amount

Recommend that the Board of Education approve in accordance with NJAC 6A:23A-7 the establishment of a maximum travel amount for the 2016-2017 school year in the amount of \$16,000. The annual maximum amount per employee for regular business travel shall be \$1,500. For the 2015-2016 school year, district travel had a maximum travel amount \$14,410. As of May 25, 2016, \$8,299 has been expended.

For Federal grants, the maximum travel amount for 2016-2017 is \$75,000. For the 2015-2016 school year, district travel had a maximum travel amount of \$64,325, as of May 25, 2016, \$30,333 has been expended.

KM/b