

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry
DATE: May 10, 2017
RE: Agenda Item – Maximum Travel Amount

Recommend the Board approve in accordance with NJAC 6A:23A-7 the establishment of a maximum travel amount for the 2017-2018 school year in the amount of \$16,000. The annual maximum amount per employee for regular business travel shall be \$1,500. For the 2016-2017 year, the district had a maximum travel amount of \$16,000. As of May 24, 2017, \$7,815 has been expended.

For Federal grants, the maximum travel amount for 2017-2018 is \$75,000. For the 2016-2017 school year, the district had a maximum travel amount of \$75,000. As of May 24, 2017, \$15,227, has been expended.