

## TRAVEL ALLOWANCE IN COUNTY

Travel allowance in county will be paid at the current Federal IRS reimbursement rate ~~set by the State~~ not to exceed the amount for the following positions.

**NOT TO EXCEED ~~\$565~~ \$620 PER MONTH\***

Homebound Teachers; ESE ~~Aides~~ Assistants, Job Placement Transition Specialist, Adaptive P.E. Teacher

**NOT TO EXCEED ~~\$460~~ \$505 PER MONTH\***

SEDNET Specialists, Staffing Specialists, Teacher of the Visually Impaired, Hearing Impaired Teachers

**NOT TO EXCEED ~~\$368~~ \$405 PER MONTH\***

Attendance Assistants, Social Workers, School Psychologists, SPRINT Teachers

**NOT TO EXCEED ~~\$277~~ \$305 PER MONTH\***

ESE Work Evaluator

**NOT TO EXCEED ~~\$272~~ \$300 PER MONTH\***

County-Wide Gifted Teacher, Speech/Language Diagnostician, Computer Electronics Teacher, School Food and Nutrition Service Manager Intern

**NOT TO EXCEED ~~\$209~~ \$230 PER MONTH\***

Superintendent of Schools, Chief Information Officer, Director of Student Services, Director of Exceptional Student Education, Director of Career and Technical Education, Supervisor of Instructional Support Services, Specialist, Teacher, ~~ABE School Program~~, Assistant Superintendent for Support Services, Assistant Superintendent for Instruction, Supervisor of Adult/Community Education, Vocational Teacher Specialist, Director of School Improvement/Professional Development & Assessment, Director of Elementary Education, Director of Secondary Education, School Board Attorney

**NOT TO EXCEED ~~\$182~~ \$200 PER MONTH\***

Deputy Superintendent, Psychologist (serving Orange Park area), Assistant Superintendent for Human Resources, Director of Support Personnel Services, Director of Purchasing/Warehouse, Director of Food and Nutrition Services, Food Service Specialist, Assistant Superintendent for Business Affairs, Work Experience Teachers, C.B.E. Teachers, D.C.T. Teachers, Health Service Aide Program-Vocation, Homebound Teachers in Keystone area, Agriculture Teachers, Distributive Education, Vocational Home Economics Teachers, Speech Clinicians, Director of Instructional Personnel Services, Coordinator of Health Benefits, Computer Services Specialist, Data Base Specialist, Instructional Technology Specialist, Health Education Specialist, Reading Specialist, Chapter I Specialist, Pre-Kindergarten Specialist, Supervisor of Student Services, ESE Alternative Teacher, Grant Development Specialist, Teacher, District Media Services Specialist, Director of ~~Payroll, Budget & Accounting, Finance, Eisenhower Professional Development Program Training~~, Jump Start Teacher, Supervisor of ESE, Public Relations Officer, District Technology Integration Specialist

Board Approved: 08/17/06

Revised: 3-15-07

**NOT TO EXCEED ~~\$160~~ \$176 PER MONTH\***

Principals, Assistant Principals, Keystone Heights High, Keystone Heights Elementary and McRae Elementary;  
~~Administrative Secretary, Human Resources~~

**NOT TO EXCEED ~~\$113~~ \$124 PER MONTH**

All Principals, Assistant Principals (\*\*except Keystone Heights Schools), Guidance Counselors, Instructional Specialist, ESOL Test Administrator, School Bookkeepers, School Board Members

**NOT TO EXCEED ~~\$91~~ \$100 PER MONTH\***

Coordinator of Payroll Activities, Coordinator of Purchasing/Warehouse, Director of Maintenance, Director of Transportation, Computer Operations Manager, Director of Facility Construction

**NOT TO EXCEED ~~\$69~~ \$75 PER MONTH\***

NJROTC Instructors, Career Specialist, Community Education Secretaries (on-site registration activities with prior authorization), ~~Community Education Program Assistants~~, Community Education Teachers (assigned out of geographic areas with prior authorization), Maintenance Supervisor (General & Technical), Project Manager, Coordinator of Facility Planning, Fleet Maintenance Supervisor, Transportation Services Supervisor, Professional Development Assistant, Coordinator of Operations

**NOT TO EXCEED ~~\$52~~ \$57 PER MONTH\***

Cafeteria Manager, Keystone Heights, Food & Nutrition Services Manager in Training

**NOT TO EXCEED ~~\$31~~ \$34 PER MONTH\***

All Cafeteria Managers (except Keystone Heights), Executive Secretary to the Superintendent

Board Approved: 08/17/06  
Revised: 3/15/07

## MISCELLANEOUS

County-Wide Maintenance employees permitted mileage at the maximum current Federal IRS reimbursement rate set by the State for in county travel for use of their personal automobiles in lieu of county-wide maintenance truck (Practice will be kept at an absolute minimum).

Assistant Negotiator permitted mileage at the maximum current Federal IRS reimbursement rate set by the State for travel in connection with negotiations.

School Board members shall be reimbursed travel in accordance with current rules and regulations for official business. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

In the event that travel by other persons (such as school department heads, guidance personnel, etc.) is accumulated, well documented evidence is to be kept and turned in to the County Office on a semester basis for special considerations by the Superintendent and School Board. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the state.

\* The maximum annual travel allowance received by a person shall be paid in accordance with the maximum stated and the number of months on the contract. During any month when the monthly allowance has been exceeded, the Superintendent may approve mileage carried over to a succeeding month during which the limit has not been exceeded.

\*\* Principals at Keystone Heights are included in ~~\$160.00~~ \$176.00 per month.

Board Approved: 08/17/06  
Revised: 3/15/07