

SECTION V

TRAVEL SCHEDULE

2010-2011

APPROVED: 02/17/11

TRAVEL ALLOWANCE IN COUNTY

Travel allowance in county will be paid at the current Federal IRS reimbursement rate not to exceed the amount for the positions listed below. 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.

NOT TO EXCEED \$720 PER MONTH

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

NOT TO EXCEED \$605 PER MONTH

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

NOT TO EXCEED \$505 PER MONTH

Attendance Assistants; Social Workers; School Psychologists; SPRINT Teachers

NOT TO EXCEED \$405 PER MONTH

ESE Work Evaluator

NOT TO EXCEED \$400 PER MONTH

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

NOT TO EXCEED \$330 PER MONTH

Superintendent of Schools; ~~Chief Information Officer~~ **Director of Information Services**; Director of Student Services; Director of Exceptional Student Education; Director of Career and Technical Education; Supervisor of Instructional Support Services; **Director of Instructional Projects**; Assistant Superintendent for Support Services; Director of Elementary Education; Director of Secondary Education; Assistant Superintendent for Instruction; Supervisor of Adult/Community Education; ~~Director~~ **Supervisor** of School Improvement/Professional Development & Assessment; School Board Attorney

NOT TO EXCEED \$300 PER MONTH

Deputy Superintendent; Psychologist (Serving Orange Park Area); Assistant Superintendent for Human Resources; Director of Support Personnel Services; Director of Purchasing/Accounts Payable and Material Management; 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-Vocational; 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; Health Education Specialist; Reading Specialist; Chapter I Specialist; Pre-Kindergarten Specialist; Supervisor of Student Services; E.S.E. Alternative Teacher; Grant Development Specialist; Teacher; District Media Services Specialist; Director of Finance; Jump Start Teacher; Supervisor of E.S.E; Public Relations Officer; District Technology Integration Specialist; Supervisor of ESOL & Assessment; Director of Code Enforcement; Director of Facility Planning and Construction; Supervisor of Career and Technical Education; Supervisor of ESOL/Assessment; Supervisor of Information Services; Supervisor of Instructional Personnel; Supervisor of Reading/Language Arts; Supervisor of Title I; Curriculum Specialist; District Distance Learning Specialist; Instructional Specialist; Instructional Media Services Specialist; Instructional Personnel Specialist; Media Specialist; Specialist; Title I Curriculum Specialist; Title I School Improvement Specialist

NOT TO EXCEED \$276 PER MONTH

Principals and Assistant/Vice Principals at Keystone Heights Elementary/High, McRae Elementary and Clay Hill Elementary; Accounting/Internal Accounts Coordinator; Coordinator of Purchasing/Warehouse; Coordinator of Property Control; Executive Secretary to the Superintendent; Executive Secretary to the Deputy Superintendent; Administrative Secretary, Sr.

NOT TO EXCEED \$224 PER MONTH

All Principals and Assistant/Vice Principals except those noted above; Bookkeeper; Guidance Counselors; Instructional Specialist; ESOL Test Administrator; Itinerant Chorus Teachers; School Board Members; Testing & Administrative Support Assistant.

NOT TO EXCEED \$200 PER MONTH

Coordinator of Payroll Activities; Director of Maintenance; Director of Transportation; Computer Operations Manager; Purchasing Specialist, Buyer; Accounting Assistant; Administrative Support Assistant; Information Services Assistant; Information Services Support Assistant

NOT TO EXCEED \$ 175 PER MONTH

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

NOT TO EXCEED \$160 PER MONTH

All Cafeteria Managers; School Food and Nutrition Services Manager Intern; Personnel Assistant; Data Entry/Records Technician; School Secretaries; Administrative Secretary; Head Custodian; Nurse; and all other Job Titles Not Specifically Listed Above

MISCELLANEOUS

County-Wide Maintenance employees permitted mileage at the maximum current Federal IRS reimbursement rate 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 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 consideration 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.

INSERVICE WORKSHOPS

Travel at the rate set by the State for in county inservice workshops for those teachers who travel from one geographical community in the county to another, not to include travel between nearby schools, shall be paid of approved in advance by the Superintendent.