

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY**

ORDINANCE 2014-9

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF
BURLINGTON, STATE OF NEW JERSEY AMENDING CHAPTER 39A OF THE
CODE OF THE TOWNSHIP OF MANSFIELD ENTITLED
“PURCHASING: CLAIMS APPROVAL”**

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey as follows:

Article I

The Code of the Township of Mansfield is hereby amended by deleting and repealing, §39A-7, Travel Expenses.

Article I

The Code of the Township of Mansfield is hereby amended by adding thereto new subchapters, §39A-7(a) and §39A-7(b), to replace §39A-7 hereinabove repealed, to read as follows:

39A-7(a) Payments/Reimbursements

The following procedure shall be set forth for all requests for authorization for payment of or reimbursement for organizational dues, fees, educational incentives, conferences, travel and/or lodging accommodations by a Township employee to the Township Committee.

1. To be eligible for any payment of or reimbursement for any employee organizational dues, fees, educational incentives, conferences, travel or lodging accommodations that include costs and/or absence from the workplace on a scheduled work day, each employee must submit a written request for each separate event to the departmental Township Committee Liaison for review. Upon review, the request shall be submitted with the Liaison's recommendation to the Township Committee for approval. The approval shall be by Resolution. The Resolution shall provide for a full accounting of attendance and/or associated costs within ten (10) days of completion.
2. The employee's written request for approval must be submitted to the Township Committee at least two (2) weeks prior to the event.
3. The employee's written request must include all specific data outlining all related information, i.e. date(s), costs, purpose of event, location and must be accompanied by the scheduled event's documentation, if available.

4. The employee shall be eligible only for the approved leave from the workplace, authorized costs, reimbursements and/or accommodations approved by Resolution by the Township Committee for the specific event.

39A-7(b) Travel Expenses in Advance

Pursuant to N.J.S.A. 40A:5-16.1, the Township Committee may, by Resolution, provide for and authorize payment of advances to its officers and employees toward their expenses for authorized official travel and expenses incident thereto. Any such Resolution shall provide for the verification and adjustment of such expenses and advances and the repayment of any excess advanced by means of a detailed bill of items as required by N.J.S.A. 40A:5-16 (Payment of moneys of local unit) within ten (10) days after the completion of the travel for which an advance was made.

REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.