



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



STATE BOARD OF EDUCATION
PUBLIC SCHOOL SYSTEM
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SAIPAN, MP 96950

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PUBLIC NOTICE OF CERTIFICATION AND ADOPTION OF REGULATIONS OF THE COMMONWEALTH BOARD OF EDUCATION

PRIOR PUBLICATION IN THE COMMONWEALTH REGISTER AS PROPOSED
RULES AND REGULATIONS

Volume 32, Number 12, pp 031095-031108, of December 20, 2010

Regulations of the Commonwealth State Board of Education: § 60-20-720 and §60-20-721

ACTION TO ADOPT THESE PROPOSED RULES AND REGULATIONS: The Commonwealth of the Northern Mariana Islands State Board of Education (“Board”) HEREBY ADOPTS AS PERMANENT REGULATIONS the Proposed Regulations which were published in the Commonwealth Register at pages 031095 to 031108 in Volume 32, Number 12 on December 20, 2010 pursuant to the procedures of the Administrative Procedure Act (APA), 1 CMC § 9104(a). The Board announced that it intended to adopt them as permanent, and now does so. (Id.) I certify by signature below that, as published, such adopted regulations are a true, complete and correct copy of the referenced Proposed Regulations, and that they are being adopted without modification or amendment. The Regulations would become effective 10 days after adoption and publication in the Commonwealth Register. (1 CMC § 9105(b))

PRIOR PUBLICATION: The prior publication was as stated above. The Board adopted the regulations as final at its meeting of December 07, 2010.

AUTHORITY: The Board is required by the Legislature to adopt rules and regulations regarding those matters over which the Board has jurisdiction, including its regulation of the policies of the Public School System, pursuant to Article XV of the CNMI Constitution and to 1 CMC § 2261.

EFFECTIVE DATE: Pursuant to the APA, 1 CMC § 9105(b), these adopted regulations are effective 10 days after compliance with the APA, 1 CMC §§ 9102 and 9104(a) or (b), which, in this instance, is 10 days after publication in the Commonwealth Register.

COMMENTS AND AGENCY CONCISE STATEMENT: Pursuant to the APA, 1 CMC § 9104 (a) (2), the agency has considered fully all written and oral submission respecting the proposed regulations. Upon the adoption of the regulations, the agency, if requested to do so by an interested person, either prior to adoption or within 30 days thereafter, will issue a concise statement of the principal reasons for and against adoption, incorporating therein its reasons for overruling the considerations urged against its adoption. Please see the following pages for this agency's concise statement, if any, in response to any field comments, which requested a response.

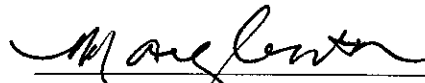
ATTORNEY GENERAL APPROVAL FOR MODIFIED REGULATIONS: The adopted regulations were approved for promulgation by the Attorney General in the above-cited pages of the Commonwealth Register, pursuant to 1 CMC § 2153(e) (To review and approve, as to form and legal sufficiency, all rules and regulations to be promulgated by any department, agency or instrumentality of the Commonwealth government, including public corporation, except as otherwise provided by law). Because these regulations were adopted as final with some changes from the previously published regulations, pursuant to the 1 CMC § 2153(e), the Attorney General must approve the modifications for as to form and legal sufficiency.

For Regulation § 60-20-670, Travel Outside of the CNMI, no substantive changes were made from the previously published regulation.

Regulation §60-20-721; Travel Within the CNMI, was modified based on comments brought during the public comment period. The substantive nature of the regulation did not change. However, in order to ensure better accountability for records on commute travel, procedures were added to comport with the PSS policy of transparency and accountability. Changes were made to the documentation process required of travelers commuting within the CNMI. In addition, language classifying the different status of travelers was modified and/or omitted.

I DECLARE under the penalty of perjury that the foregoing is true and correct and that this declaration was executed on the 17th day of June, 2011, at Saipan, Commonwealth of the Northern Mariana Islands.

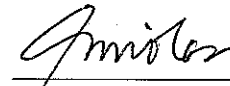
Certified and
Ordered by:



MaryLou S. Ada, Chairperson
State Board of Education

June 17, 2011
Date

Filed and
Recorded by:



Esther M. San Nicolas
Commonwealth Register

06.22.11
Date

Pursuant to 1 CMC § 2153(e) (AG approval of regulations to be promulgated as to form) and 1 CMC § 9104(a)(3) (obtain AG approval) the proposed regulations attached hereto have been reviewed and approved as to form and legal sufficiency by the CNMI Attorney General and shall be published (1 CMC § 2153(f) (publication of rules and regulations)).

Reviewed and
Approved by:



Edward T. Buckingham

6.22.11
Date

**NORTHERN MARIANA ISLAND ADMINISTRATIVE CODE
TITLE 60
BOARD OF EDUCATION**

**Regulation Title: Northern Mariana Islands Administrative Code
Chapter 60-20 Public School System Rules and Regulations**

Subchapter § 60-20-720 is repealed in its entirety and replaced by with the following regulations: § 60-20-720 Accounting and Reporting: Travel Outside the CNMI and § 60-20-721 Accounting and Reporting: Travel Within the CNMI.

§ 60-20-720

Accounting and Reporting: Travel Outside the CNMI

(a) Applicability

This section applies to official travel outside the CNMI performed in the interest of the Public School System by Public School System employees and the Board of Education. Other individuals covered by this section include, but are not limited to, consultants, employees eligible for repatriation and individuals, such as students and parent chaperones, and advisory council members who are traveling on official business for the Public School System. This section shall not apply to travel for repatriation or other travels for which additional regulations may be established and approved by the Board of Education.

(b) General Rules

Only official travels that are considered necessary to accomplish a specified purpose shall be authorized.

(c) Travel Authorizations (TA)

(1) All official travel shall be authorized with an approved travel authorization (TA). Situations requiring emergency official travel shall be permitted upon approval of a written justification.

(2) Trip-by-trip authorization shall be issued to allow an individual to perform official travel. This authorization shall include:

- (i) Specific purpose
- (ii) Itinerary (schedule of departure, arrival and destination)
- (iii) Estimated cost.

(3) All travel outside of the CNMI by PSS employees, students, parents and appropriate consultants and guests shall be requested by the principal or program manager through the Commissioner and authorized by the Chairperson of the Board or his designee as the approving officer.

(4) All travel outside of the CNMI by the Commissioner, BOE key staff, and BOE members other than the Chairperson of the Board of Education shall be signed by the traveler as requester and the Chairperson of the Board or his designee as the approving officer.

(5) All travels outside of the CNMI by the Chairperson of the Board shall be requested by the Chairperson of the Board and approved by the Vice-chairperson of the Board of Education.

(6) The following information must be attached to the TA before being presented to the Chairperson of the Board and to the Commissioner as appropriate:

(i) Justification memorandum for the travel

(ii) Document of invitation and/or agenda

(iii) Specific purpose

(iv) Itinerary (schedule or departure, arrival and destinations)

(v) Estimated cost.

(7) Out of CNMI travel requests shall be submitted to the Commissioner or the Chairperson of the Board of Education, as appropriate, no later than 10 working days prior to commencement of travel, except for extenuating circumstances.

(8) Instructions for travelers shall be attached to all approved travel authorizations notifying travelers of their responsibilities in accounting for all procurement documents such as unused tickets, coupons, receipts, and other documents that will be required for completion of vouchers or for accounting for travel cancellations.

(9) TAs shall not be issued if there is an outstanding voucher or if an outstanding expense by the traveler has not been verified. Exceptions to this rule may be made at the discretion of the Commissioner or the Chairperson of the Board, as appropriate.

(10) TAs may be amended only upon approval by the requesting and approving officials. A justification memorandum for the amendment must be attached. Any diversion from what was specified on the approved TA must be presented as an amended TA and shall be approved by the appropriate requesting and approving officials. Amendments to TAs must be in the interest of the Public School System.

(d) Travel Expenses

Expenses anticipated in the fulfillment of an official travel may include the following:

(1) Transportation: PSS will authorize the mode of transportation which will result in the greatest advantage to the PSS considering factors such as per diem, overtime, lost work-time, transportation costs, distance of travel, number of travelers, and stopovers. Travel by common carrier, which is most efficient and economical to the PSS, shall be selected unless this will impose undue hardship upon the traveler or would seriously interfere with the performance of business by the traveler.

(2) Individual travel: Payment for ground transportation will be \$30 per day per individual. No receipts are necessary as this is a per diem travel expense. In certain circumstances the traveler

may find it more convenient to rent a car. The rate for the car should not be higher than the federal rates for the economy car. Please check with the travel section of PSS for the allowable rate for the rental car. (Rates will vary by city.) The traveler will be paid the difference between the car rental cost and the ground transportation per diem. The traveler will be expected to pay the car rental agency. Receipts for the car rental are necessary for reimbursement. PSS will not pay car rental agencies directly.

(3) Group travel: Payment for transportation expenses for group travel will be handled in a different manner. Ground transportation of \$30 per diem will not be issued to any traveler. One person in the group shall receive an advance to pay for the cost of the van. No other person will receive any funds for transportation expenses. The person who receives the cash for the rental of the van must rent the van or be liable for the reimbursement of the funds to PSS. Receipts must be submitted to PSS to certify the rental. Actual cost of the van rental is allowable. The difference between the funds advanced and the actual cost will be reconciled immediately upon submission of the travel voucher to the mutual benefit of the traveler and PSS.

(4) Termination of travel due to illness may be authorized prior to completion of temporary duty assignment. Termination of travel as a result of the travelers own misconduct shall be at the expense of the traveler.

(5) Travel routes other than what was authorized shall be allowed if it can be established as necessary and will not incur additional expense to the PSS and if the trip is related to official business to be performed by the traveler.

(6) Insurance for collision damage and liability shall be paid by PSS for official travel requiring the use of a vehicle and as authorized in the TA. Travelers are required to obtain collision damage and liability insurance when renting or otherwise obtaining a vehicle. Damages to rented vehicles may be paid up to the deductible amount shown in the rental contract if it can be proven that the damage occurred while the vehicle was used for official business only. Personal accident insurance is reimbursable.

(7) Expenses incurred due to cancellation of flights by the airline shall be the responsibility of the airline. Lodging and meal expenses incurred as a result of flight cancellation shall be the responsibility of the airline. It is the responsibility of the traveler to ensure that the airline covers these costs.

(8) Voluntary cancellation of reservation on the part of the employee shall be at the expense of the employee and not the PSS. Employees on official travel status shall not voluntarily cancel their reservations if it will interfere with performance of official duties. Employees who voluntarily delay their travel while on official duty en-route to home destination shall be charged annual leave for additional hours or days that they miss as a result of voluntary postponement of travel, if approved in advance per the annual leave regulations. Those employees who voluntarily delay their travel while on official duty en-route to home destination without prior approval will be charged absence without leave (AWOL) and may be otherwise disciplined, including losing future travel privileges.

(9) Miscellaneous expenses such as excess baggage, communication costs, gasoline, baggage transfer and others that are incidental to performance of official business shall be reimbursed only when authorized and when accompanied by explanation for each expense item.

(10) Per diem rates shall be established by the Board of Education in accordance with board policy and CNMI law. Per diem rates shall be the standard form of travel reimbursement for PSS travelers unless otherwise requested and authorized. It is assumed that the per diem rate will cover all expenses other than airplane transportation and ground transportation.

(11) Actual subsistence rates may be requested, if appropriate for the nature of business to be conducted, and must be authorized by the Commissioner or Chairperson of the Board. Appropriate circumstances may include conferences held in hotels where the per diem rate would not be sufficient to cover travelers expenses. To determine the actual subsistence rate, reasonable cost of lodging for the number of days authorized plus the amount established by the Board for meals per day. Cost of ground transportation related to official business activity may be reimbursed in addition to the set amount per day for meals and miscellaneous subsistence expenses. Receipts for ground transportation expenses shall be attached to the voucher for reimbursement. Actual subsistence reimbursement shall not exceed 55% of the established per diem rate. Lodging, transportation and receipts for any claimed miscellaneous expenses must be submitted with the travel voucher.

(12) Whenever a traveler interrupts his/her travel for personal reasons or due to illness or injury not due to his/her own misconduct, the proper leave application must be filed with the voucher and approved by the authorized official.

(e) Travel Authorization with No Expense to PSS

Travel sponsored by agencies other than PSS must be approved with a travel authorization showing zero travel expense. All travel performed by PSS staff at the expense of agencies other than the PSS must be in the interest of the PSS. Proper leave must be applied if the traveler requires additional days from duty station for personal reasons not related to the purpose of the travel. The leave application must be attached to the TA.

(f) Travel Advance

(1) General rules: A travel advance form shall be filed by the traveler to authorize release of checks. The travel advance form shall be submitted with the TA.

(2) Travel advance checks shall be released on a timely basis. Ninety percent of the travel advance allowed shall be issued to the traveler. The remaining ten percent shall be issued only upon travelers completion and filing of the appropriate support documents with the fiscal office within fifteen working days upon completion of travel.

(3) Travel advance should be considered as a loan to the traveler until proper reconciliation of approved travel expenses has been authorized and no outstanding amount is due to either the traveler or the PSS.

(g) Travel Voucher

(1) General rules: Travelers are solely responsible for the preparation and submission of all travel vouchers and shall be held accountable for any missing documents or any failure to file in a timely manner. Travelers must file a travel voucher with supporting documentation within fifteen working days upon completion of travel. Travelers who fail to meet this deadline will forfeit the remaining ten percent of the cost of travel. Travelers who fail to submit travel vouchers and supporting documentation will be subject to payroll deduction of the entire amount of the advance.

(2) The traveler must complete and file a travel voucher form following these procedures.

(i) Front page (self explanatory)

(ii) Reverse page: Complete the form by filling in the appropriate space the local date, time of arrival and departure, and location. Note any departure from approved travel routes and delays.

(3) For travelers using the per diem rate, the following items must be submitted with the voucher:

(i) An approved detailed trip report explaining the purpose of the travel, the event or meeting attended (if appropriate) and the benefit to the traveler and the PSS. All trip reports must be submitted to the traveler's supervisor for approval before submission to the fiscal office. The sufficiency of the trip report shall be determined by the traveler's supervisor, who shall approve the report and return to traveler for submission to the fiscal office if the report is sufficient. If insufficient and not approved, the supervisor shall return the trip report to the traveler and request more information from the traveler for re-submission to the supervisor;

(ii) Conference receipt, if applicable;

(iii) Airline ticket stub/Boarding Pass

(iv) Any unused ticket coupons.

(4) For travelers using the actual subsistence rate, the following documents must be submitted with the travel voucher:

(i) An approved detailed trip report following the same procedures set forth above in (g)(3)(i);

(ii) A detailed statement justifying why the actual subsistence rate is/was necessary for the business conducted;

(iii) Airline ticket stub/Boarding Pass;

(iv) Conference receipt, if applicable;

(v) Lodging receipt;

(vi) Car rental receipt;

(vii) Receipts for any claimed miscellaneous expenses other than for meals; and

(viii) Any lack of receipts must be fully explained.

(5) TAs approved by PSS but at the expense of agencies other than PSS require submission of a voucher upon completion of travel.

(6) Traveler must submit any appropriate leave applications.

(7) Within fifteen working days after the voucher was or should have been submitted, the travel section of the Fiscal and Budget Office will issue the employee a statement notifying him/her of any discrepancies in the submitted documents and all amounts owed to PSS. This statement shall include the following:

- (i) The date of each travel resulting in an outstanding balance;
- (ii) The place of each travel resulting in an outstanding balance;
- (iii) The amount advanced for each trip;
- (iv) The amount owed for each trip;
- (v) The total amount owed;
- (vi) Any discrepancies or problems with the submitted documents; and
- (vii) Notification that the amount will be deducted from the employees paycheck for the next pay period unless resolved.

(8) In no case shall a payroll deduction exceed more than thirty percent of the employee's gross paycheck unless the employee is leaving PSS. Payments owed to PSS may be deducted over several pay periods, if necessary.

(9) If the travel advance exceeds reimbursement due, the balance will be deducted from the travelers paycheck subsequent to the notice of the balance due, but no later than fifteen days after travel has been officially notified of amount due to PSS. For Board members, deductions shall be made from honorarium payments. For all non-employee travelers, including Board members, if future travel is approved as an exception under subsection (c)(10) of this section, deductions for amounts owed may be made from the per diem advance for the next travel.

(10) If travel is cancelled for any reason, immediate refund of the travel advance must be made. Employee must notify the travel section that the travel was cancelled and the purchased tickets or unused GTRs must be returned to PSS. Employee will be notified that a payroll deduction shall be made from the employees next pay check and the deduction shall be made no later than 15 days after the notice.

(11) Responsibility for examination of voucher and supporting documentation rests with the fiscal staff of the PSS. Vouchers must be accurate and expenses claimed authorized. If necessary, the voucher examiner shall initiate the voucher for review by the appropriate officials. Notes shall be made by the examiner if any discrepancy exists and forwarded to the traveler for clarification or correction. Employees must respond with the requested supporting information to avoid forfeiture of the 10% and/or to avoid any paycheck deductions.

(12) Appropriate procedures including possible legal action may be initiated in case of fraudulent claims. Documentation of this process must be made in writing by the fiscal section and the appropriate official of PSS.

NORTHERN MARIANA ISLAND ADMINISTRATIVE CODE
TITLE 60
BOARD OF EDUCATION

**Regulation Title: Northern Mariana Islands Administrative Code
Chapter 60-20 Public School System Rules and Regulations**

§ 60-20-721

Accounting and Reporting; Travel Within the CNMI

(a) Applicability

This section applies to official commutes performed in the interest of the Public School System by Public School System employees and the Board of Education. Other individuals covered by this section include, but are not limited to, consultants, and individuals, such as students and parent chaperones, and advisory council members who are traveling on official business for the Public School System. This section shall not apply to travel outside of the CNMI for which additional regulations may be established and approved by the Board of Education.

(b) General Rules

Commutes are considered to be travel within the CNMI. Only official commutes that are considered necessary to accomplish a specified purpose for PSS shall be authorized.

(c) Commute Form

(1) All official commutes shall be initiated and authorized with an approved Commute Form.

(2) Commuters are responsible for the preparation and submission of the Commute Form.

(3) The Commute Form shall contain:

- i. Specific purpose
- ii. Name of commuter
- iii. Position/Department
- iv. Itinerary (schedule of departure, arrival and final destination)
- v. Dates and time of travel
- vi. Flight numbers for origin and destination
- vii. Signature of requesting party

(d) Requesting Party:

(1) Commutes by PSS employees, students, parents and appropriate consultants and guests shall be requested by the principal or program manager.

(2) Commutes by the Commissioner, BOE key staff, BOE members and Principals or Program Managers shall be signed by the commuter as requester.

(e) Commute Expenses. Expenses anticipated in the fulfillment of an official commute may include the following:

- (1) Per diem: Rates shall be established by the Board of Education in accordance with board policy and CNMI law. Per diem rates shall be the standard form of commute reimbursement for PSS commuters unless otherwise requested and authorized. It is assumed that the per diem rate will cover all expenses other than airplane transportation.
- (2) Air Fare: Commuters are required to arrange their own airline reservation. Airline tickets will be purchased by the Finance and Accounting office.
- (3) Accommodations: Commuters are required to arrange their own hotel reservations. Accommodations will be paid by the commuter out of the per diem rate received.
- (4) Transportation:
 - i. Ground transportation will not be authorized unless there is no available PSS vehicle or car rental.
 - ii. PSS employees should use reasonable efforts to obtain the use of a PSS vehicle during their commute.
 - iii. Car Rental will be authorized as follows:
 - a. Individual commutes: Reservations must be arranged by the commuter. The rate for the vehicle should not be higher than the federal rates for the economy car. Please check with the commute section of PSS for the allowable rate for the rental car. The commuter will be expected to pay the car rental agency directly. Receipts for the car rental are necessary. PSS will not pay car rental agencies directly.
 - b. Group commutes: For commuters from the same point of origin commuting on the same dates with the same scope of work one (1) car rental shall be issued per every four (4) commuters in the group. For commuter groups of less than four (4) commuting on the same dates with the same scope of work one (1) rental car shall be authorized for the group. One person in the group shall receive an advance to pay for the cost of the vehicle. No other person in the group will receive funds for car rental. Receipts for the car rental are necessary. PSS will not pay car rental agencies directly.
 - c. Insurance for collision damage and liability shall be paid by PSS for official commutes requiring the use of a vehicle and as authorized in the Commute Form. Commuters are required to obtain collision damage and liability insurance when renting or otherwise obtaining a vehicle. Damages to rented vehicles may be paid up to the deductible amount shown in the rental contract if it can be proven that the damage occurred while the vehicle was used for official business only. Personal accident insurance is reimbursable.
- (5) Voluntary cancellation of reservation on the part of the employee shall be at the expense of the employee and not the PSS. Employees on official commute status shall not voluntarily cancel their reservations if it will interfere with performance of official duties. Employees who voluntarily delay their commute while on official duty enroute to home destination shall be charged annual leave for additional hours or days that they miss as a result of voluntary postponement of the commute, if approved in advance

per the annual leave regulations. Those employees who voluntarily delay their commute while on official duty enroute to home destination without prior approval will be charged absence without leave (AWOL) and may be otherwise disciplined, including losing future commuting privileges.

- (6) Termination of commute due to illness may be authorized prior to completion of temporary duty assignment. Termination of travel as a result of the travelers own misconduct shall be at the expense of the traveler.

(f) Commute Advance:

- (1) Commuters will receive a onetime advance for commuting expenses.
- (2) Certain commuters that are considered to be either Frequent Commuters or Semi-Frequent Commuters may receive advanced monthly commuting expenses.
 - i. "Frequent Commuters" are PSS Commuters who travel within the CNMI on a frequent basis including but not limited to the Commissioner of Education, Special Education and Early Childhood staff.
 - ii. "Semi-Frequent Commuters" are PSS Commuters who travel often within the CNMI including but not limited to; Board Members, Principals and Leadership.
 - iii. A monthly scope of work should be included on the Commute Form including the estimated dates of travel for the month.
- (3) Based on the dates submitted on the Commute Form an estimated commute advance costs shall be released to the employee.
- (4) The commute advance should be considered as a loan to the commuter until proper reconciliation of approved commuting expenses have been authorized and no outstanding amount is due to either the commuter or the PSS.

(g) Travel Voucher

- (1) General rules: Commuters are solely responsible for the preparation and submission of all travel vouchers and shall be held accountable for any missing documents or any failure to file in a timely manner.
- (2) Commuters must file a travel voucher with supporting documentation within thirty (30) working days upon completion of each individual commute as set forth on the Commute Form.
 - i. Commuters who fail to meet this deadline will be subject to loss of future commuting privileges.

- ii. Commuters who fail to submit travel vouchers and supporting documentation will be subject to payroll deduction of the entire amount of the advance and loss of commuting privileges.
- (3) The commuter must complete and file a travel voucher form following these procedures.
- i. Front page (self explanatory)
 - ii. Reverse page: Complete the form by filling in the appropriate space the date, time of arrival and departure, and location.
- (4) The following items must be submitted with the voucher:
- i. Boarding Passes (to and from location);
 - ii. Gas purchase(s);
 - iii. Car rental receipt;
 - iv. Parking receipt(s)
- (5) Within thirty (30) working days after the voucher was or should have been submitted, the travel section of the Fiscal and Budget Office will issue the employee a statement notifying him/her of any discrepancies in the submitted documents and all amounts owed to PSS. This statement shall include the following:
- i. The date of each commute resulting in an outstanding balance;
 - ii. The place of each commute resulting in an outstanding balance;
 - iii. The amount advanced for each commute;
 - iv. The amount owed for each commute;
 - v. The total amount owed;
 - vi. Any discrepancies or problems with the submitted documents; and
 - ii. Notification that the amount will be deducted from the employee's paycheck for the next pay period unless resolved.
- (6) In no case shall a payroll deduction exceed more than thirty percent of the employee's gross paycheck unless the employee is leaving PSS. Payments owed to PSS may be deducted over several pay periods, if necessary.
- (7) If the commute advance exceeds reimbursement due, the balance will be deducted from the commuter's paycheck subsequent to the notice of the balance due, but no later than thirty (30) days after the commuter has been officially notified of amount due to PSS. For Board members, deductions shall be made from honorarium payments. For all non-employee travelers, including Board members, if future travel is approved as an exception under subsection (10) of this section, deductions for amounts owed may be made from the per diem advance for the next commute.

- (8) If the commute is cancelled for any reason, immediate refund of the commute advance must be made. Employee must notify the PSS Commute section that the commute was cancelled.
- (9) Responsibility for examination of voucher and supporting documentation rests with the fiscal staff of the PSS. Vouchers must be accurate and expenses claimed authorized. If necessary, the voucher examiner shall initiate the voucher for review by the appropriate officials. Notes shall be made by the examiner if any discrepancy exists and forwarded to the traveler for clarification or correction. Employees must respond with the requested supporting information to avoid loss of commuting privileges and/or to avoid any paycheck deductions.
- (10) Commutes shall not be authorized if there is an outstanding voucher or if an outstanding expense by the traveler has not been verified. Exceptions to this rule may be made at the discretion of the Commissioner or the Chairperson of the Board, as appropriate.
- (11) Appropriate procedures including possible legal action may be initiated in case of fraudulent claims. Documentation of this process must be made in writing by the fiscal section and the appropriate official of PSS.