



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENT DIRECTIVE
NO. 150.5

12 September 2007

NEW JERSEY NATIONAL GUARD TRAVEL REIMBURSEMENT

1. PURPOSE: This Directive prescribes the policy for the reimbursement of in-state highway tolls for New Jersey National Guard (NJNG) members.

2. APPLICABILITY:

- a. Only NJNG members traveling to and from duty assignments are authorized the reimbursement of the above-noted tolls.
- b. Federal technicians and AGR personnel commuting to and from duty station during normal work days are not authorized reimbursement.
- c. NJNG members receiving reimbursement for in-state toll roads from United States Property and Fiscal Office (USPFO) are not authorized reimbursement under this Directive.

3. REFERENCES:

- a. Statute N.J.S.A. 38A:4-13.
- b. Memorandum of Understanding effective 1 July 2001 between the New Jersey Turnpike Authority, the New Jersey Highway Authority, the South Jersey Transportation Authority and Department of Military and Veterans Affairs.

4. OBJECTIVE: To provide for reimbursement of tolls incurred by NJNG members for travel to and from any parade, encampment, drill, meeting, training, emergency or similar duty as prescribed by the Governor.

****This Directive rescinds TPL 01-6 dated 26 September 2001.***

5. PROCEDURES:

a. A Guard member will pay the tolls, receive a receipt for payment, and then submit a Travel Expense Invoice, Form AR 54-2A within 60 days of the incurred toll expense. The Form AR 54-2A can be obtained per paragraph 5.f. of this Directive.

b. A Guard member is also required to fill out a NJ W-9/Questionnaire Form. W-9/Questionnaire Forms can be obtained per paragraph 5.f. of this Directive.

c. A Guard member can pay tolls initially with cash or E-Z Pass. Either method must result in a receipt of payment before reimbursement will be completed.

d. Travel vouchers must be filled out completely and certified by Unit Commanders or their designee. Certification consists of reviewing voucher, confirming receipt(s), and certifying a Guard member's eligibility to submit for reimbursement under this Directive.

e. When a Travel Expense Invoice is completed, reviewed, and certified by the Commander or his/her designee, the invoice, with the receipts or E-Z pass statement, will be submitted to the Department of Military and Veterans Affairs, Attn: FD-A, PO Box 340, Eggert Crossing Road, Trenton, New Jersey 08625 for processing.

f. Travel Expense Invoices and W-9/Questionnaire forms can be obtained by accessing the DMAVA Home Page at: www.state.nj.us/military/publications/forms

The proponent of this Directive is the Fiscal Division-Accounting Bureau. Users shall submit comments and suggested improvements directly to NJDMAVA, Attn: FD-A, PO Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



DAVID S. SNEDEKER
Chief Information Officer
Director, Information and Administrative
Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F