

New Jersey National Guard Travel Reimbursement

1. Purpose: This Directive prescribes the policy for the reimbursement of in-state highway tolls for National Guard members.
2. Applicability: Only National Guard members traveling to and from duty assignments are authorized the reimbursement of the above noted tolls.
3. Reference: Statute NJSA38A:4-14
4. Objective: To provide for reimbursement of costs incurred by National Guard members for traveling to and from duty assignments.
5. Procedures:
  - a. A National Guard member is defined as an individual traveling on a toll-road in the normal line of New Jersey National Guard duty assignment.
  - b. When traveling as normal commutation to assignments, a Guard member will pay toll, receive a receipt for payment, then submit a Travel Expense Invoice, Form AR 54-2A (Sample attached).
  - c. A Guard member is also required to fill out a W-9/Questionnaire Form (sample attached). W-9/Questionnaire Forms can be obtained per procedure "i." of this policy letter.
  - d. 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.
  - e. It is mandated that a Travel Expense Invoice (Form AR 54-2A) not be submitted for amounts less than ten dollars.

- f. Travel vouchers must be filled out completely and certified by Unit Commanders or designee. Certification consists of reviewing voucher, confirming receipt(s), and certifying that a Guard member was on duty during the period submitted for reimbursement.
- g. Duty assignment is defined as any parade, encampment, drill, or meeting, which he/she may be required to attend under the laws and regulations for said National Guard.
- h. When a Travel Expense Invoice is completed, reviewed, and certified by commander or designee, it should be submitted to: Department of Military and Veterans Affairs, PO Box 340, Eggert Crossing Road, Trenton, New Jersey 08625, Attn: Accounting Bureau, Fiscal Division.
- i. Travel Expense Invoices and W-9/Questionnaire forms can be obtained by contacting the above-noted office by mail, by phone (609) 530-7067, (609) 530-7032, (609) 530-6913, or by FD's Web Site.  
[www.state.nj.us/military/fiscal/accounting/travel](http://www.state.nj.us/military/fiscal/accounting/travel).
- j. For the period 9 September 2001 to 21 October 2001, the requirement for a receipt is waived in lieu of commander's or designee's certification.

Attachment

AR 54-2A Travel Expense Invoice Sample  
W-9/Questionnaire Sample

(FD-A)

PAUL J. GLAZAR  
Major General, NJARNG  
The Adjutant General

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