



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

★
JEMAL J. BEALE
Brigadier General
The Adjutant General

DEPARTMENTAL DIRECTIVE
No. 150.5*

3 February 2020

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 any parade, encampment, drill, meeting, training, emergency or similar duty as prescribed by the governor are authorized the reimbursement of the above-noted tolls.

b. Federal technicians and AGR personnel commuting to and from duty station during normal workdays 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.

d. NJNG members on Annual Training (AT) will be reimbursed for in-state highway tolls only for travel to their duty station for the first day of AT and then their return to their home of record on the last day of AT.

3. **REFERENCES:**

a. N.J.S.A. 38A: 4-13, Free passage on toll roads and other toll facilities.

b. Memorandum of Understanding between the New Jersey Turnpike Authority, the New Jersey Highway Authority, the South Jersey Transportation Authority and Department of Military and Veterans Affairs, effective 1 July 2001.

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.

****Supersedes Departmental Directive 150.5 dated 12 September 2007***

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 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. This form 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. The EZ Pass statement indicating that the toll was paid is sufficient for this purpose.

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.


JEMAL J. BEALE
Brigadier General, NJARNG
The Adjutant General