



STATE OF NEW JERSEY
DEPARTMENT OF STATE
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CHRIS CHRISTIE
Governor

LT. GOVERNOR KIM GUADAGNO
Secretary of State

MEMORANDUM

TO: Election Officials

FROM: Robert F. Giles, Director 
NJ Division of Elections

DATE: July 17, 2013

SUBJECT: Reimbursement for Specified Expenses for the 2013 Special Primary Election/Special General Election for the office of U.S. Senate

Pursuant to the Writ of Election issued by the Governor on June 4, 2013, the State of New Jersey will be holding a Special Primary Election for the office of U.S. Senate on August 13, 2013 and a Special General Election for the office of U.S. Senate on October 16, 2013.

Reasonable and necessary expenses incurred by your offices for these two elections will be reimbursed by the State as provided herein. Please be informed that all reimbursements must be coordinated through the County Boards of Election and then submitted to this office. County election officials and municipalities within the county will be responsible for coordinating the submission of such expenses for reimbursement to the appropriate County Board. The Division of Elections will not consider any reimbursement request that is submitted from offices other than County Boards. Accordingly, it will be the responsibility of the appropriate County Board to notify other offices regarding the reimbursement requirements.

The following Special Primary Election & Special General Election expenses will be reimbursed by the State to the extent they are reasonable and necessary:

- **Ballot printing:** Including costs for ballots (mail-in, emergency, machine-face, provisional and sample) and envelopes.
- **Board Worker Salaries:** While the State normally reimburses a county for a portion of the \$200 Election Day salary for each district board worker, for the Special Primary Election and the Special General Election, the full salary for each board worker will be paid by the State. The cost for Master Board Workers (or Troubleshooters) is also included in the category.
- **Mailings:** This would include the cost of the mailing of the sample ballots, the cost for any returned sample ballots, and the cost of mailing the mail-in ballots. This does not

include the cost of the return postage for mail-in ballots which is optional and at the discretion of the County Clerks.

- **Overtime for Office Staff:** The cost of any overtime hours reasonably incurred by county or municipal election office staff, which would not have occurred but for the Special Primary Election or the Special General Election, will be assumed by the State. The cost of regular work hours will not be reimbursed by the State.
- **Additional Staff:** The cost of any additional temporary staff that would not have been hired but for the Special Primary Election or the Special General Election will be assumed by the State.
- **Costs of Polling Place Rentals**
- **Publication of Election Notices:** Solely related to the two Special Elections.
- **Voting Machine Transportation Costs**
- **Mileage:** Mileage will be reimbursed for use of personal vehicles on Election Day at the State approved rate of \$0.31 per mile. This does not cover regular commuting miles.

The Division of Elections will provide, at a later date, a request form that County Boards must complete and return with appropriate documentation in order to seek reimbursement for costs associated with the Special Primary Election and the Special General Election. The supporting documentation must include an explanation of why the costs were reasonable and necessary, as well as:

- The names of board workers that worked, amount paid and check numbers.
- For overtime reimbursements for regular staff, the county must provide the hours worked (identify both regular and overtime hours so that this office has a reference point in reimbursing the overtime hours only), hourly rate, total amount paid, and the check number.
- For additional, temporary staff that is hired solely because of the special elections, the county must provide the hours worked (identified by regular and overtime hours, for which both will be reimbursed), hourly rate, total amount paid, and the check number.
- The county must also provide an itemized list of non-salary expenses, including the total cost, names of the vendors paid, and the check numbers.

Request for reimbursement should be submitted to the Division of Elections as soon as possible to ensure that full reimbursement can be made by December 31, 2013. Please note that upon request, the County Boards will work to ensure that all books and records are available for cost verification.

Thank you for your assistance and cooperation in this matter.