

## MILEAGE REIMBURSEMENT

The district will reimburse mileage for employees who are required by school or district assignment to utilize their own personal vehicles in the performance of school or district functions when a district vehicle is not available.

The IRS sets the standard business mileage rate in January of each year. The mileage reimbursement form will be updated with the current mileage rate when it changes.

In an effort to introduce more consistency in mileage reimbursement practices, the following guidelines are provided:

1. Mileage claim forms must be carefully reviewed for accuracy by the employee before signing. The employee's signature certifies that the claim is accurate and in accordance with district regulations. When completing the claim form, remember to include:
  - Employee name AND home address
  - Form of check delivery (sent to building or mailed to home)
  - Full date, beginning point and destination, purpose, and mileage (if round trip, please check the box)
  - Directions from the internet listing beginning and ending locations, including total number of one way miles must be attached if the destination is not on the chart.
2. The mileage claim form must be signed by the employee and submitted to their immediate supervisor. Claim forms are then submitted to the district office for approval and payment.
3. To be reimbursed for mileage incurred during the school year, claim forms must be submitted monthly and no later than July 10<sup>th</sup> of each school year. Mileage from a school year turned in later than July 15<sup>th</sup> will not be paid.
4. Mileage accumulated while traveling from residence to the place of employment or from employment to the place of residence is NOT eligible for reimbursement. **Solvay UFSD employees are expected to drive roundtrip from their home to their primary worksite each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable. Examples are available on the following sheets.**
5. A contract employee assigned to more than one workstation may claim reimbursement for actual mileage traveled between the various assigned locations.
6. Directions must be printed and attached to mileage claim forms for locations that are not on the chart. For locations listed on the chart, no additional backup is required.

Please contact the district office with any additional questions you may have.

### MILEAGE REIMBURSEMENT CHART

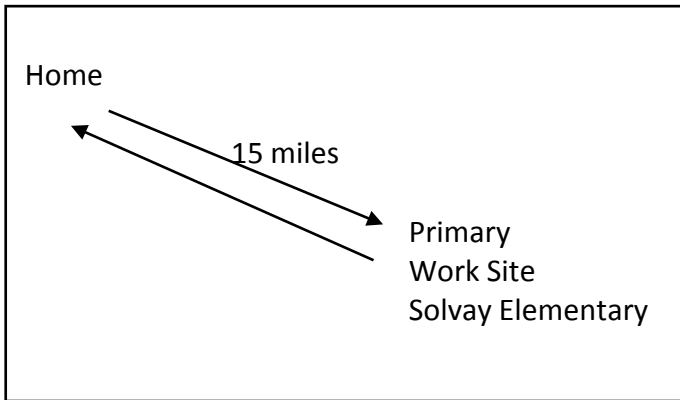
Please use the chart below when completing your mileage claim form. If your destination is not on the chart, you must attach MapQuest directions from your beginning location to destination. For questions regarding eligible mileage, reimbursement, and completing the claim form, please see the sheet titled "Mileage Reimbursement" or contact the district office.

Location	SES	SMS	SHS	Trans.	BOCES-Thompson Rd	BOCES-CTC-Liverpool	BOCES-Elwood Davis Rd
Solvay Elementary School		4.11	.48	4.53	10.9	9.81	6.8
Solvay Middle School	4.11		3.69	.48	15.62	6.17	9.3
Solvay High School	.48	3.69		4.1	11.7	9.38	6.4
Transportation	4.53	.48	.41		15.5	6.08	9.2
BOCES-Thompson Rd	10.89	15.62	11.68	15.54		10.4	5.1
BOCES-CTC-Liverpool	9.81	6.17	9.38	6.08	10.4		3.6
BOCES-Elwood Davis Rd	6.8	9.3	6.4	9.2	5.1	3.6	

Home to Primary Work Site ie. Solvay Elementary = 15 miles  
 x 2 (return trip home)  
 30 miles (round trip mileage)

**EXAMPLE 1 - SOLVAY UNION FREE SCHOOL DISTRICT MILEAGE EXPENSES ONLY**

DATE	START LOCATION	END LOCATION	REASON FOR	TOTAL MILES	DEDUCTIBLE MILES	REIMBURSABLE MILES
			TRIP (please be specific)			
			No form needed because this is all deductible mileage.			

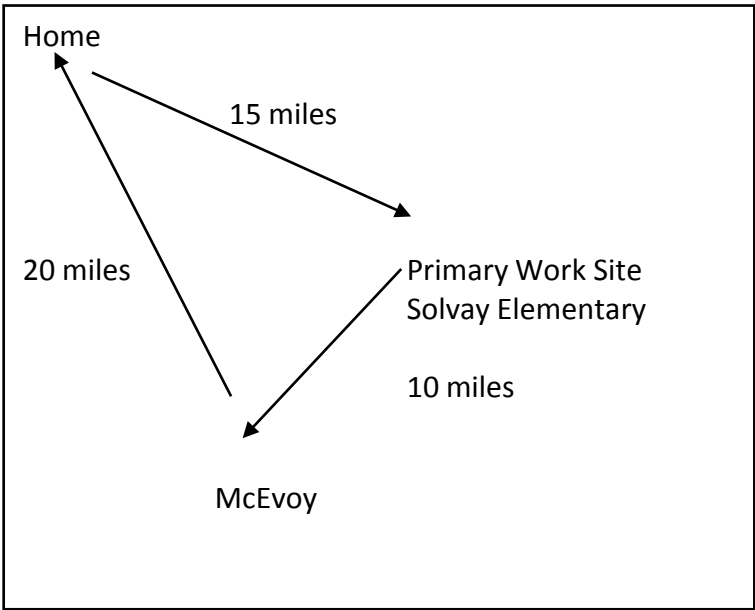


TOTAL MILEAGE	
RATE PER MILE	X \$ .445
<b>TOTAL MILEAGE EXPENSES</b>	<b>\$</b>

Home to Primary Work Site ie. Solvay Elementary = 15 miles  
x 2 (return trip home)  
30 miles (round trip mileage)

**EXAMPLE 2 - SOLVAY UNION FREE SCHOOL DISTRICT MILEAGE EXPENSES ONLY**

DATE	START LOCATION	END LOCATION	REASON FOR TRIP (please be specific) Primary Work Site	TOTAL MILES	DEDUCTIBLE MILES	REIMBURSABLE MILES
22-Dec	Home	Solvay El	Site	15		
22-Dec	Solvay El	McEvoy	Mtg. w/Supt.	10		
22-Dec	McEvoy	Home		20		
			Total	45	30	15
TOTAL MILEAGE						15
RATE PER MILE						X \$0.445
TOTAL MILEAGE EXPENSES						\$6.68

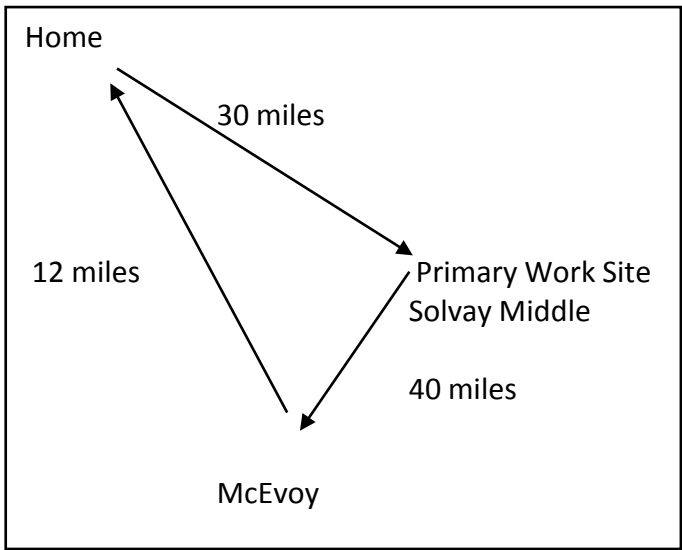


Home to Primary Work Site ie. Solvay Middle = 30 miles  
 x 2 (return trip home)  
 60 miles (round trip mileage)

**EXAMPLE 3 - SOLVAY UNION FREE SCHOOL DISTRICT MILEAGE EXPENSES ONLY**

DATE	START LOCATION	END LOCATION	REASON FOR TRIP	TOTAL MILES	DEDUCTIBLE MILES	REIMBURSABLE MILES
			(please be specific)			
22-Dec	Home	Middle	Work Site	30		
22-Dec	Solvay	McEvoy	Mtg. w/Supt.	40		
22-Dec	McEvoy	Home		12		
			Total	82	60	22

TOTAL MILEAGE		22
RATE PER MILE	X	\$.445
<b>TOTAL MILEAGE EXPENSES</b>		<b>\$9.79</b>



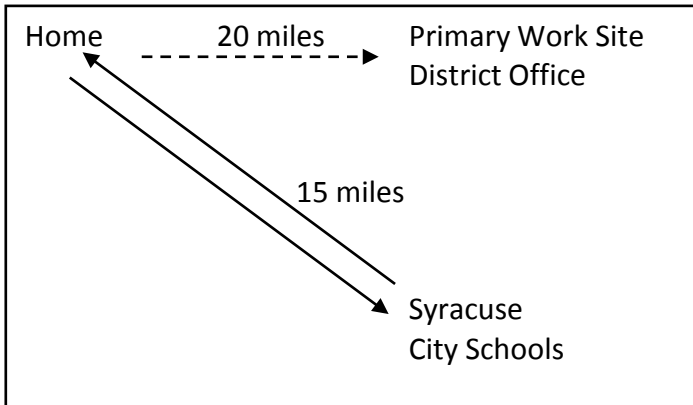


Home to Primary Work Site ie. District Office = 20 miles  
 x 2 (return trip home)  
 40 miles (round trip mileage)

**EXAMPLE 5 - SOLVAY UNION FREE SCHOOL DISTRICT MILEAGE EXPENSES ONLY**

<u>DATE</u>	<u>START LOCATION</u>	<u>END LOCATION</u>	REASON FOR	<u>TOTAL MILES</u>	<u>DEDUCTIBLE MILES</u>	<u>REIMBURSABLE MILES</u>
			<u>TRIP</u> (please be specific)			
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	No form needed because total actual			_____	_____	_____
_____	roundtrip miles traveled is less than			_____	_____	_____
_____	deductible mileage.			_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

TOTAL MILEAGE	_____
RATE PER MILE	X      \$.445
<b>TOTAL MILEAGE EXPENSES</b>	<b>_____ \$</b>

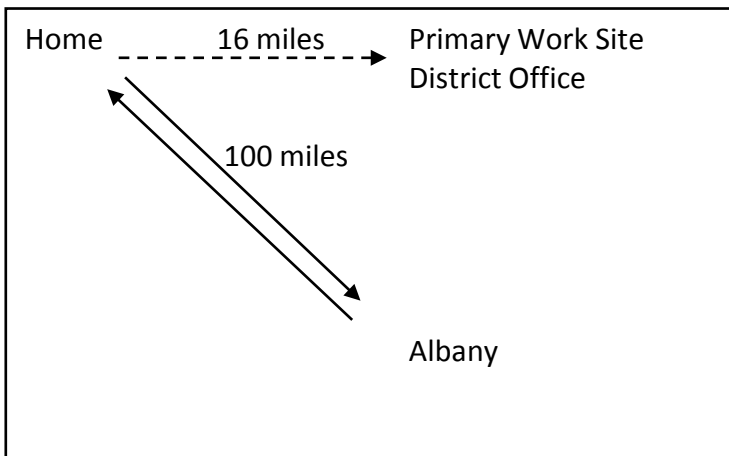


Home to Primary Work Site ie. District Office = 16 miles  
 x 2 (return trip home)  
 32 miles (round trip mileage)

**EXAMPLE 6 - SOLVAY UNION FREE SCHOOL DISTRICT MILEAGE EXPENSES ONLY**

<u>DATE</u>	<u>START LOCATION</u>	<u>END LOCATION</u>	REASON FOR TRIP (please be specific) SED	<u>TOTAL MILES</u>	<u>DEDUCTIBLE MILES</u>	<u>REIMBURSABLE MILES</u>
13-Dec	Home	Albany	Workshop Travel from hotel to conf. site	100		
14-Dec	Albany	Albany		8		
15-Dec	Albany	Home		100		
			Total	208	32	176

TOTAL MILEAGE		176
RATE PER MILE	X	\$.445
<b>TOTAL MILEAGE EXPENSES</b>		<b>\$78.32</b>





Home to Primary Work Site ie. District Office = 12 miles  
 x 2 (return trip home)  
 24 miles (round trip mileage)

**EXAMPLE 7 - SOLVAY UNION FREE SCHOOL DISTRICT MILEAGE EXPENSES ONLY**

<u>DATE</u>	<u>START LOCATION</u>	<u>END LOCATION</u>	<u>REASON FOR TRIP</u> (please be specific) Primary Work Site	<u>TOTAL MILES</u>	<u>DEDUCTIBLE MILES</u>	<u>REIMBURSABLE MILES</u>
16-Dec	Home	District Office	Site	12		
	District Office	District Office	Mtg. w/Bus. Mgr.	15		
	Baldwinsville's District Office	District Office	Return to Office	15		
	District Office	Home		12		
			<b>Total</b>	<b>54</b>	<b>24</b>	<b>30</b>

TOTAL MILEAGE		30
RATE PER MILE	X	\$.445
<b>TOTAL MILEAGE EXPENSES</b>		<b>\$13.35</b>

