

MILEAGE REIMBURSEMENT PROCEDURES

Each Cattaraugus-Allegany BOCES' bargaining unit has in its agreement provisions for mileage reimbursement. Please carefully read the appropriate agreement for important information including due dates required for reimbursement, reimbursement rates, and exclusions to reimbursement.

Please read your BOCES contract first.

- Mileage will be reimbursed for all authorized business for BOCES with the exception of the exclusions indicated in the bargaining agreements.
- Mileage will be paid (reimbursed) when the distance driven in any day exceeds the distance determined as the round trip distance from home to residence base.
- Mileage will be reimbursed at a per mile rate.
- Residence base mileage* must be deducted from claim.
- Fully completed mileage claim forms must be submitted for reimbursement.

Completing the MILEAGE CLAIM:

- Enter complete name and address
- Enter position
- Enter School established as residence base* (Supervisors will determine.)
- Enter residence base mileage*
- Select One Way or Roundtrip (for residence base mileage)
- Complete all information in the claim, including the **odometer readings**. (Trip-o-meter readings are acceptable as long as 0 is listed each time.)
- Use MILEAGE FORM page 2, 3, 4 for additional readings
- Subtract number of days times residence base mileage indicated earlier* (if necessary it is possible to enter .5)
- Calculate total mileage claim for period
- Sign claim
- Submit to Supervisor for approval
- Supervisor to sign approval and enter budget code
- Supervisor to forward to Business Office

***Residence Base** is generally the school or location where the majority of individual work time is spent. If work time is evenly split between two locations the school or location closest to the individual will be the residence base. Supervisors will help determine the school or location established as the residence base.

***Residence Base Mileage** is the mileage traveled to and from (roundtrip) the school or location established as the residence base. To determine residence base mileage, write down the odometer reading at home. Drive to the location established as residence base and write down the odometer reading there. Subtract the first reading from the second reading and multiply by 2. This is the residence base mileage for a roundtrip.