



Mileage Reimbursement Procedure

Objective:

This document provides general guidelines for the appropriate and reasonable vehicle mileage reimbursement for employees who use their personal vehicles in the course of their job requirements. Mileage reimbursement for BOCES travel between District facilities will be paid to employees whose work assignment and responsibilities requires such travel.

Procedures:

1. Qualifying vehicle usage will be reimbursed at the standard mileage rate as determined by the IRS. The mileage rate is intended to cover gasoline; the cost of routine maintenance; insurance; licensing and registration; depreciation and all other costs associated with operation of the vehicle.
2. Business mileage does not include the normal commute to and from work. Mileage reimbursement is not authorized between an employee's home and office/base school.
3. Employees who have an office at the BOCES (REC, Eagle Drive, CFL) and travel directly from home to other than their BOCES office on official business are entitled to a mileage allowance of the distance in excess of that from home to their BOCES office. This means that for any travel to or from your home, the mileage claim should be reduced by the commute to your BOCES office.

Example 1: Travel from home to BOCES is 30 miles one way. Travel from home to school district A is 10 miles one way. If you travel from home to school district A and back home, you cannot claim mileage.

Example 2: Travel from home to BOCES is 5 miles one way. Travel from home to school district B is 15 miles one way. If you travel from home to school district B and back home, you can claim 20 miles.

Example 3: Travel from home to BOCES is 20 miles one way. Travel from BOCES to school district C is 100 miles one way. Travel from school district C to home is 125 miles. If you travel from BOCES to school district C and then to home, you can claim 205 miles.

4. If an employee has more than one work site in a day, travel reimbursement will begin after the employee has reached their first location for the day.

5. All mileage must be documented on the Cayuga-Onondaga BOCES Mileage Claim Form and submitted to your Director for approval. It is the responsibility of the first-line approver to ensure that an employee's claim form is complete and that the mileage reported is appropriate. The first-line approver shall evaluate the submitted Mileage Claim Form for:
 - Monthly or quarterly submission with each month submitted as a separate claim form
 - Completeness of information required on each form
 - Mileage claimed = actual mileage - commute
 - Mathematical accuracy
6. The Business Office will provide final review for completeness including any supporting documentation and proper levels of approval prior to payment in accordance with the procedure. Incomplete forms will be returned to the claimant and payment will likely be delayed.
7. The following mileage chart from Cayuga-Onondaga BOCES to each component school has been determined as the acceptable rate for reimbursement when completing and/or approving any Mileage Claim Forms

**From Cayuga-Onondaga BOCES
Regional Education Center and Eagle Offices**

AUBURN ECSD

SCHOOLS	MILES FROM REC	MILES FROM EAGLE
District Office 78 Thornton Avenue Auburn, NY 13021	2.3	3.0
Auburn High School 250 Lake Avenue Auburn, NY 13021	4.2	4.7
Auburn Junior High 191 Franklin Street Auburn, NY 13021	4.2	3.9
Casey Park 101 Pulaski Street Auburn, NY 13021	3.5	2.5
Genesee Elementary School 244 Genesee Street Auburn, NY 13021	1.9	2.4
Herman Ave Elementary 2 N. Herman Ave. Auburn, NY 13021	4.1	4.0
Owasco Elementary 66 Letchworth Street Auburn, NY 13021	4.9	4.7
Willard H. Seward 52 Metcalf Drive Auburn, NY 13021	3.4	3.9

CATO-MERIDIAN CSD

SCHOOL	MILES FROM REC	MILES FROM EAGLE
Cato-Meridian High/Middle/Elem. 2851 Route 370 Cato, NY 13033	20.9	20.0

CAYUGA-ONONDAGA BOCES		
SCHOOLS	MILES FROM REC	MILES FROM EAGLE
Cayuga Community College 197 Franklin Street Auburn, NY 13021	4.9	4.0
Center for Learning 12 Allen Street Auburn, NY 13021	3.3	2.5
Eagle Drive Office 1861 Clark Street Road Auburn, NY 13021	1.5	----
Regional Education Center 1879 W. Genesee Street Road Auburn, NY 13021	----	1.5
JORDAN – ELBRIDGE CSD		
SCHOOLS	MILES FROM REC	MILES FROM EAGLE
J-E High School 5721 Hamilton Road Jordan, NY 13080	13.7	12.8
J-E Middle School 9 North Chappell Street Jordan, NY 13080	15.3	14.6
Elbridge Elementary 130 East Main Street Elbridge, NY 13060	13.6	12.7
MORAVIA CSD		
SCHOOLS	MILES FROM REC	MILES FROM EAGLE
Moravia High/Middle 68 South Main Street Moravia, NY 13118	20.6	22.3
Millard Fillmore Elementary 24 South Main Street Moravia, NY 13118	20.9	22.5
PORT BYRON CSD		
SCHOOL	MILES FROM REC	MILES FROM EAGLE
Port Byron Jr., Sr. 30 Maple Avenue Port Byron, NY 13140	11.0	10.2

SKANEATELES CSD		
SCHOOLS	MILES FROM REC	MILES FROM EAGLE
Skaneateles High/Middle School 49 East Elizabeth Street Skaneateles, NY 13152	11.5	10.6
State Street Intermediate School 72 State Street Skaneateles, NY 13152	11.2	10.3
Waterman Primary School 55 East Street Skaneateles, NY 13152	11.5	10.7
SOUTHERN CAYUGA CSD		
SCHOOL	MILES FROM REC	MILES FROM EAGLE
Jr., Sr. High School Emily Howland Elementary 2384 Route 34B Aurora, NY 13016	14	14.1
UNION SPRINGS CSD		
SCHOOLS	MILES FROM REC	MILES FROM EAGLE
Jr., Sr. High School 239 Cayuga Street Union Springs, NY 13160	7.3	8.2
AJ Smith Elementary 26 Homer Street Union Springs, NY 13034	8.5	9.3
WEEDSPORT CSD		
SCHOOLS	MILES FROM REC	MILES FROM EAGLE
Jr., Sr. High School 2821 East Brutus Street Weedsport, NY 13166	12.2	11.3
Elementary School 8954 Jackson Street Weedsport, NY 13166	12.1	11.2