

Plainview - Old Bethpage Central School District
Mileage Reimbursement For The Month of _____ 2023

BUDGET CODE: _____

VENDOR #: _____

DATE	FROM	TO	REASON FOR TRIP	MILEAGE

This is to certify that the above claim, amounting to \$ _____, is just, due and unpaid and that there are no offsets against the same; that the items are correct; that the sums charged are reasonable and just; that no payment has been made on account thereof, except as included or refunded to in such amount or claim. Dated _____

TOTAL MILES	
RATE PER MILE	0.655
AMT OF CLAIM	

Signature _____
 Print Name _____

Approved for Payment _____
 Date _____

SEE REVERSE SIDE FOR INSTRUCTIONS

**Plainview–Old Bethpage CSD
Intra-District Mileage
BUDGET CODE: 2110-431-00**

	JFK HS	MATTLIN MS/ ADMIN	POBMS	PASADENA	JUDY JACOBS PARKWAY	OLD BETHPAGE	STRATFORD RD
JFK HS	N/A	.4 miles	1.5 miles	2.1 miles	1.9 miles	2.3 miles	3 miles
MATTLIN MS/ADMIN	.4 miles	N/A	1.1 miles	1.7 miles	1.5 miles	1.9 miles	2.6 miles
POBMS	1.5 miles	1.1 miles	N/A	1.2 miles	1 mile	2.5 miles	1.3 miles
PASADENA	2.1 miles	1.7 miles	1.2 miles	N/A	2.7 miles	2.8 miles	1.1 miles
JUDY JACOBS PARKWAY	1.9 miles	1.5 miles	1 mile	2.7 miles	N/A	3.3 miles	2 miles
OLD BETHPAGE	2.3 miles	1.9 miles	2.5 miles	2.8 miles	3.3 miles	N/A	5.4 miles
STRATFORD RD	3 miles	2.6 miles	1.3 miles	1.1 miles	2 miles	5.4 miles	N/A

Instructions for Completing Mileage Reimbursement Form

Employees must use the Intra-district mileage above when travelling from school to school.

All requests must provide a valid budget code. (See above for intra-district mileage)

All requests must be approved by a supervisor prior to submission.

Reimbursement requests must be submitted on a timely basis. Employees who travel from school to school on a regular basis must submit their reimbursement request monthly.

All requests must be submitted to the Business Office by July 15 for the previous school year.

All requests for mileage other than school to school must submit MapQuest or Google Maps to document the mileage.

This form is NOT to be used for mileage reimbursement for conferences. Those expenses should be listed in My Learning Plan.