

**Plainview - Old Bethpage Central School District**

**Mileage Reimbursement For The Month of \_\_\_\_\_ 2022 (\*\*only JULY-DECEMBER 2022\*\*)**

**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 \_\_\_\_\_

<b>TOTAL MILES</b>	
<b>RATE PER MILE</b>	<b>0.625</b>
<b>AMT OF CLAIM</b>	

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_

Approved for Payment \_\_\_\_\_  
 Date \_\_\_\_\_

**SEE REVERSE SIDE FOR INSTRUCTIONS**

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

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