

MILEAGE REIMBURSEMENT

Procedure for Traveling Employees

May 2026

Overview

This document outlines the procedure for submitting mileage reimbursement claims for all traveling employees. Please follow each step carefully to ensure timely processing of your reimbursement.

Reimbursement Procedure

1. Complete the Mileage Claims Form on monthly basis.

Fill out the claims form with all traveling destinations and the corresponding number of miles. Calculate the total mileage and apply the current reimbursement rate. *(See travel miles within the district on page 2)*

⚠ Important: The mileage reimbursement rate changes every year on **January 1st**. Please ensure you are always using the **current rate** for the calendar year in which the travel occurred. The mileage claim form is updated to reflect the latest rate and is available on our website: <https://www.scotiaglenvilleschools.org/staff-resources/business-office-forms/>

2. Submit to Your Supervisor for Approval

After completing and signing the form, submit it to your supervisor for sign-off. You may send the form via **Email**, or **Interoffice Mail** depending on where your supervisor is located. *(See chart at end of document to determine your direct supervisor)*

3. Forward Signed Form to Accounts Payable

Once the form has been signed off by your supervisor, send the completed claim form via **interoffice mail** to:

Desire Ramos | Accounts Payable Department | District Office

PLEASE NOTE

All claim forms must be signed by **both the employee and the supervisor** before being submitted to Accounts Payable. Claims that are missing either signature **will be returned, and this will delay the timely processing of the claim.**

Payment Processing

Approved mileage reimbursement claims are processed as a **separate transaction** and are **not included in your regular paycheck**. Reimbursements will be issued as a separate deposit, processed **no earlier than Friday of the pay week**.

Mileage Reference | Supervisor Sign off Chart


Please use the chart below to determine the mileage between schools.

Note: The Excel Mileage Reimbursement sheet will auto populate the number of miles if you input the school initials as noted in the chart below, in the **Starting Point** and **Destination** cells.

	Date	Starting Point	Destination	RT	Purpose of Trip	Miles
1		GW	GD		Traveling Teacher	4.9

	BG	DO	GD	GW	HS	LN	MS	SA
BG	0	1.6	3.1	3.1	1	1.3	1.2	1.4
DO	1.6	0	4.7	2.7	0.6	0.8	0.6	0.3
GD	3.1	4.7	0	4.9	4.1	4.3	4.2	4.4
GW	3.1	2.7	4.9	0	2.5	2.2	3	2.7
HS	1	0.6	4.1	2.5	0	0.4	0.5	0.5
LN	1.3	0.8	4.3	2.2	0.4	0	0.8	0.5
MS	1.2	0.6	4.2	3	0.5	0.8	0	1
SA	1.4	0.3	4.4	2.7	0.5	0.5	1	0

Mileage Signoff List	
Subject/location	Supervisor Sign off
Music Teacher	Nancy Lussier
PE Teachers	Jamian Rockhill
School Psychologist	Anthony Peconie
Remedial Reading/Librarians	Rick Arket
District office	Andrew Giaquinto
Cleaners	Joseph Mayo
Supervisors/Admins	Susan Swartz

 **Google Maps Requirement:** All mileage claims that include destinations **outside of school property** must have a copy of the Google Maps directions attached to the claim. The Google Maps printout must reflect the same mileage as claimed on the form and must use the most direct route to the destination.