Bernards Township Public Schools
101 Peachtree Road
Basking Ridge, NJ 07920
(908) 204-2600 | (908) 766-7641 FAX
http://www.bernardsboe.com

Mileage Reimbursement Tracking Form

When seeking mileage reimbursement, in accordance with the agreement between the Bernards Township Board of Education and the BTEA, the employee should complete a mileage form indicating dates and destination of travel. Use the chart below for mileage between schools. Please see complete instructions and processing on the reverse side before submitting form.

Mileage for (dates): _____

Date	From	To	Return to	Total Miles

Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

Rate: $0.31

Reimbursement: $_____

Mileage Between Sites

	WA	LC	OS	RH	CH	MP
WA		2.2	2.5	1.5	1.8	5.4
LC	2.2		4.3	3.6	3.2	3.2
OS	2.5	4.3		1	1.7	7.6
RH	1.5	3.6	1		0.8	6.6
CH	1.8	3.2	1.7	0.8		6.4
MP	5.4	3.2	7.6	6.6	6.4	

Mileage Reimbursement Instructions

- Mileage is only reimbursed when it is required to perform the duties of your instructional assignment.

- Complete and sign the mileage tracking form.

- Forward the completed form and a copy of your insurance identification card to your Administrator/Supervisor for approval. (by law you must provide a current copy of your insurance & registrations cards with each request for reimbursement)

- Administrator/Supervisor will approve, sign and initiate processing of the PO at the school level.

- All paperwork will be forwarded to the board office attached to the PO requisition. PO will be printed at the board office, and the white voucher copy will be forwarded to you for signature if the PO is over $150.

- The goldenrod copy of the PO will be forwarded to the issuer of the PO. It also must be signed and returned to the board office.

- When all above items are complete and received in the board office, the PO will be prepared for payment on the next available bills list and a check will be sent to you after approval at the Board of Education meeting for that month.

* * *Please submit you request for reimbursement in a timely fashion. **Any requests for mileage that has occurred during the school year (7/1 - 6/30) must be submitted for final payment no later than July 30 of that year. Any requests received after the deadline of July 30 will not be honored.**