



MILEAGE REIMBURSEMENT PROCEDURES

The Yonkers Public Schools have a mileage reimbursements policy for those individuals traveling by car which is found in Board of Education Policy 6830. The policy specifically provides that requests for automobile travel must be submitted within specified Periods of Travel Reimbursement. Below please find the procedure for reimbursement of staff mileage for travel by automobile.

1. There are two Periods of Travel Reimbursement:
 - a. Period 1: travel between the First School day in September through the Last School Day in the month of January.
 - b. Period 2: travel between the First School day in February and the Last School Day in June.
2. The Unit member must complete the appropriate Mileage Reimbursement form (a copy of which is attached). The Mileage Reimbursement form can be found on the District's website and is also available in each District building.
3. The Mileage Reimbursement form must be completed in the Excel form; handwritten forms will not be accepted.
4. The Claim Voucher form must be completed in the Excel form, handwritten forms will not be accepted, and claimant/school clerk must verify staff address (for building, must add apartment # or USPS will return to sender). Must add employee ID number (if staff member doesn't have a vendor number).
5. Staff/unit members must submit all requests for reimbursement for any and all mileage incurred during Period 1 by the Last School Day in the month of January.
6. Staff/unit members must submit all requests for reimbursement for any and all mileage incurred during Period 2 by the Last School Day in the month of June.
7. The Mileage Reimbursement forms can be submitted for review in your school office or for district-wide staff members to the following staff members: Arts/Music- Director Dr. Tanya Long, Guidance-Executive Director Elaine Shine, Physical Education- Director Jim Rose, Library- Director Gina Bell, LOTE/Bilingual/ELL- Assistant Superintendent Lissette Colon-Collins, Special Education and Pupil Support Services- Director Rod Rodriguez, Technology-Director Chris Carvalho, Other-Manager Dr. Fenix Arias.
8. The completed Ecel form must be sent to the Department head for signing.
9. Once signed by the Department Head, the form must then be forwarded to Manger Dr. Fenix Arias, Non-Instructional Services for final signature and approval.
10. Submission of the Mileage Reimbursement form must be accepted at all times by schools for review.
11. Mileage Reimbursement requests which fall outside of the indicated Periods of Travel Reimbursement will be denied.
12. **Any Mileage Reimbursement form received by Accounts Payable more than thirty (30) days after the end of the Period of Travel Reimbursement shall not be reimbursed except** in the case where the unit member can demonstrate that the Mileage Reimbursement form was timely submitted to their school or central office department, and the delay cannot be attributed to the unit member.