



## MILEAGE REIMBURSEMENT PROCEDURES

*The Yonkers Public Schools has an expense reimbursement policy, [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 through the Last School Day in June.**

2. The Unit member must complete the appropriate Mileage Reimbursement form (attached). The Mileage Reimbursement form can be found on the District's website and is also available in each District building.
3. Mileage Reimbursement must be submitted using the Excel form; handwritten forms are not accepted.
4. The Claim Voucher must be submitted using the Excel form, handwritten forms are not be accepted. Claimant must verify complete address and employee ID or vendor number (incomplete address will result in USPS returning to sender).
5. Staff/unit members must submit all requests for reimbursement for any and all incurred mileage 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 incurred mileage 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:

- Building Level Administrators – **Office of School Leadership and Engagement**
- Content Area Teachers, Instructional Technology, CTE, Music and Arts, Health/Physical Education, Athletics, Library Media Specialists– **Office of Teaching and Learning**
- Bilingual and ENL Teachers – **Office of School Leadership, Engagement and Equity**
- Special Education, School Counselors, Psychologists, Social Workers, and Nurses – **Office of Student Services**
- Non-Instructional Staff – **Office of Management, Administration, Planning and Operations**

8. The completed Excel form must be sent to the appropriate office for signature.
9. Submission of the Mileage Reimbursement form must be accepted at all times by schools for review.
10. Mileage Reimbursement requests which fall outside of the indicated Periods of Travel Reimbursement will be denied.
11. **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 submitted in a timely fashion to their school or central office department, and the delay cannot be attributed to the unit member.