

GUIDELINES FOR MILEAGE CLAIMING

Revised: August 2015

- ❖ Always record actual mileage driven. (Example: If you drive from your residence to location, do not record mileage as if you drove from your school site to location)
- ❖ Please remember that there is no deduction for commuting miles on non-working days, Saturdays, Sundays or holidays unless you are being paid for your work on these days.
- ❖ When multiple staff members are going to the same conference, we encourage carpooling.

FOR LONG DISTANCE TRIPS:

1ST Choice: BOCES vehicle (Consult with principal for availability)

2nd Choice: Enterprise Rental Car (See your Account Clerk to set up)

3rd Choice: Reimbursement miles for your own vehicle.

COMMUNTING

Commuting miles (home to regular worksite) **cannot** be claimed. This is in accordance with the IRS (Internal Revenue Service) rules. The only exception is when driving on a non-workday (i.e. Saturday, Sunday, holiday), then commuting mileage can be claimed. If you are being paid for those days, commuting mileage **cannot** be claimed.

CONFERENCES

Mileage **must** be approved via your conference request. A reasonable estimate is acceptable, but actual expenses which far exceed approval, may not be reimbursed.

- ❖ Record actual miles driven, less commuting miles. If you don't start from your worksite, do not record mileage from worksite. Record mileage from home and then deduct commuting miles.

Full Day Conferences – (Home-Conference-Home) is not reimbursable. This is the assigned site for the day and considered commuting. The only exception is if the conference is outside the component districts' area and the supervisor approves mileage reimbursement beforehand.

Part Time Conferences – Mileage can be claimed from meeting site to worksite. (Example: morning meeting/workshop is at Niagara East. You cannot claim mileage from your home to Niagara East. That portion is considered commuting. However mileage can be claimed from Niagara East back to your worksite.)

Overnight Conferences – Mileage can be claimed from home to workshop and your return. Commuting miles are deducted (home to regular worksite and return). Mileage claimed is actual miles driven less the commuting miles.

EXCEPTION: If driving to/from conference on a non-workday (Saturday/Sunday/Holiday), no commuting miles are deducted for that day. (Example: If driving to conference on Thursday and returning Saturday, commuting miles are deducted for Thursday only.)

Itinerant Travel – For itinerant travel (multiple stops during the day) commuting is distance from home to first site. Mileage is claimed from site to next site. Be aware that final stop to home is also considered commuting and cannot be claimed.

CHART FOR ACCEPTABLE MILEAGE CLAIMING

	Home to First Stop / Worksite	Second Stop through Final Stop	Final Stop to Home
DAILY COMMUTING			
Single Worksite (Home to Work)	NO		
Multiple Worksites	NO	YES	NO
OPENING DAY			
To Worksite	NO		
Worksite to Meeting		YES	NO
Worksite to Union Meeting		NO	
Final Worksite to Home			NO
CONFERENCE/WORKSHOP			
All Day	NO		NO
Part Day (AM or PM)	NO	YES	NO
Midday	NO	YES	NO
MULTIPLE DAYS			
First Day (To Conference/Workshop)	YES – Less Commuting Miles		
Middle Days	YES		
Last Day (From Conference/Workshop)	YES – Less Commuting Miles		