

**SOUTH COLONIE CENTRAL SCHOOLS
FINANCIAL SERVICES**

TO: ALL ADMINISTRATORS AND SUPPORT SUPERVISORS

FROM: Anjelieeque Martinez, Business Office Manager/District Treasurer 

RE: Mileage Rate for 2011-2012 School Year

DATE: April 15, 2011

The IRS mileage reimbursement rate for the 2011-2012 school year has been increased 1 cents to 51 cents per mile. The current 50 cents per mile reimbursement rate will remain in effect through June 30, 2011.

Reimbursable mileage includes any actual and necessary travel expenses to conferences, inter-building travel, and use of a vehicle in the performance of a school district function. Costs incurred in commuting from home to the usual place of work are private expenses and are not reimbursable.

Any travel that is not on the approved distances chart, located on the bottom of the 2011-2012 mileage report, will require a computerized printout showing the distance traveled from the starting location to the ending location. This can be obtained through MapQuest or equivalent.

Parking fees and tolls are reimbursable provided receipts accompany the claim.

Due to the recommendation from our auditors, we are implementing the following timeline.

<u>Mileage Incurred from:</u>	<u>Date to be received by the Business Office:</u>
July 1, 2011 - September 30, 2011	October 15, 2011
October 1, 2011 - December 31, 2011	January 15, 2012
January 1, 2012 - March 31, 2012	April 15, 2012
April 1, 2012 - June 30, 2012	July 5, 2012

Kindly share this information with your office staff.

/db

Copy: Accounts Payable - K. Wilson
Fld: end of yr memos

2011-12 Mileage Report

South Colonie Central Schools

Name _____ Position _____

Address _____

Month _____ Year _____ School _____

DATE	PURPOSE: Provide exact destination	MILES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
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21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

_____ miles @ \$.51 cents per mile = \$ _____

DATE _____ SIGNATURE _____

APPROVED DISTANCES:

BUILDING	BG/CALC	FP	LK	RV	SW / DO	SC	SR	VR
Colonie High	2.0	2.0	4.8	1.0	3.5	.8	2.4	5.2
Bus Garage/CALC		1.0	2.8	2.0	1.5	2.8	4.8	3.4
Forest Park			3.8	2.0	2.5	2.0	3.6	4.2
Lisha Kill				4.8	2.4	5.0	5.6	1.5
Roessleville					3.5	1.2	3.0	5.0
Saddlewood / D.O.						4.2	5.0	3.2
Sand Creek							1.8	5.6
Shaker Road								6.6