

**SOUTH COLONIE CENTRAL SCHOOLS  
FINANCIAL SERVICES**

**TO:** ALL ADMINISTRATORS AND SUPPORT SUPERVISORS

**FROM:** Anjelieeque Martinez, Business Office Manager/District Treasurer AM

**RE:** Mileage Rate for 2016-2017 School Year

**DATE:** June 28, 2016

The IRS mileage reimbursement rate for the 2016 1<sup>st</sup> half of the 2016-2017 school year has been decreased to .54 cents per mile. The current .54 cents per mile reimbursement rate will remain in effect through December 31, 2016.

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 2016-2017 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.

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

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

**Mileage Incurred from:**

July 1, 2016 - September 30, 2016  
October 1, 2016 - December 31, 2016  
January 1, 2017 - March 31, 2017  
April 1, 2017 - June 30, 2017

**Date to be received by the Business Office:**

October 15, 2016  
January 15, 2017  
April 15, 2017  
July 5, 2017

Kindly share this information with your office staff.

/bl

Copy: Accounts Payable - K. Wilson

Fld: end of yr memos

**2016-17 Mileage Report**

**South Colonie Central Schools**

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

DATE	PURPOSE: Provide exact destination	MILES
1		
2		
3		
4		
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6		
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31		

\_\_\_\_\_ miles @ .54 cents per mile = \$ \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**APPROVED DISTANCES:**

BUILDING	BG/CALC	FP	LK	RV	SW / DO	SC	SR	VR
Colonie High	2.2	2.0	4.8	.8	3.7	1.0	2.7	5.2
Bus Garage/CALC		1.0	3.0	1.9	1.9	3.2	4.9	3.4
Forest Park			3.7	1.7	2.6	3.1	4.7	4.1
Lisha Kill				4.5	2.7	5.2	6.1	1.4
Roessleville					3.4	1.5	4.1	4.9
Saddlewood / D.O.						4.7	5.7	3.0
Sand Creek							2.1	6.3
Shaker Road								7.4

Revised  
/bl

Effective: 01/01/2016