



Pequannock Township Board of Education
OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR
 538 Newark-Pompton Turnpike
 Pompton Plains, New Jersey 07444

Sallyann McCarty
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School Business Administrator/Board Secretary
 P: 973-616-6030 F: 973-616-6041

TO: Administrators
FROM: Sallyann McCarty
DATE: September 2021
RE: 2021-2022 Travel Reimbursement – Mileage

Forms for submission of reimbursement for mileage between buildings can be found, from the district's homepage, under Leadership/Business Office/Forms/Travel Reimbursement – Mileage. Employee provides travel details and Principal/Supervisor signature is required before submitting to the Business Office. **Current proof of automobile insurance and registration must be included.** Requisitions will be completed at the Business Office.

TRAVEL DATES	DUE TO ACCOUNTS PAYABLE	DATE OF CHECK
9/8/21* through 12/23/21 *7/2/21 for summer employees	1/4/22	February Board Meeting
1/3/22 through 3/18/22	3/22/22	April Board Meeting
3/21/22 through last day	Last day of school	July Board Meeting

MILEAGE CALCULATIONS ONE WAY

	C/O	PTHS	PV	HV	NB	SJG
C/O		1	.5	1	1	1.5
PTHS	1		1	.5	1	1.5
PV	.5	1		1	1.5	1.5
HV	1	.5	1		1	1
NB	1	1	1.5	1		2
SJG	1.5	1.5	1.5	1	2	