

Naugatuck Public Schools

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Tuttle House

Educating All Students Today for Tomorrow's Future

Our mission is to create a community of learners who:

- Are responsible and engaged community members
 - Demonstrate initiative, persistence and adaptability
 - Are curious and value risk taking as part of the learning process
 - Access and analyze information and formulate an opinion
 - Communicate effectively
 - Work individually and on teams to solve real world problems
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To: Naugatuck Public School Employee
From: Bernice J. Rizk
Date: January 24, 2017
RE: Mileage Reimbursement Forms

The attached Mileage Reimbursement Request Form has been created and posted on our website, under Business and Finance. This form provides a simple, uniformed method of requesting mileage reimbursement for traveling both within and outside of our district.

For travel within the district:

1. Enter basic information requested – Name, address, position and month of travel
2. Enter the date of travel
3. In the “District Destinations” column, there is a drop down box. Select the travel which occurred (i.e. Andrew Avenue to Hop Brook, Maple Hill to Salem). Upon selection, the number of miles will auto populate in the “Mileage” column.
4. Upon completion of listing the trips, the total miles traveled and total reimbursement due will calculate automatically at the bottom.

For travel outside of the district:

5. Enter basic information requested – Name, address, position and month of travel
6. Enter the date of travel
7. In the “Misc Travel” column, list your destination. In the “Mileage” column, list the number of miles of the trip. Backup must be attached for verification and approval. (A printout from MapQuest is a common form of mileage verification)
8. Upon completion of listing the trips, the total miles traveled and total reimbursement due will calculate automatically at the bottom.

Once the form is completed, attach all documentation and send it on to your Administrator or Department Manager for approval. After the form is approved, please forward it to the Business Office

Thank you