



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

Gordon E. Gibbs  
 gordon.gibbs@pequannock.org

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

**TO:** Administrators  
**FROM:** Gordon E. Gibbs  
**DATE:** September 2022  
**RE:** 2022-2023 Travel Reimbursement – Mileage

Forms for submission of reimbursement for mileage between buildings can be found, from the district's homepage, under Services/Staff Resources/Forms and Resources/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
9/8/22* through 12/23/22 *7/3/23 for summer employees	1/3/23	February Board Meeting
1/3/23 through 3/17/23	3/22/23	April Board Meeting
3/20/23 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	