



Pequannock Township School District

Office of the School Business Administrator
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Gordon E. Gibbs, RSBA, CEFM, STS
 School Business Administrator/Board Secretary

gordon.gibbs@pequannock.org

TO: Administrators
FROM: Gordon E. Gibbs
DATE: July 2023
RE: 2023-2024 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
9/7/23* through 12/22/23 *7/1/24 for summer employees	1/4/24	February Board Meeting
1/2/24 through 3/15/24	3/22/24	April Board Meeting
3/18/24 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	