

## **IN-DISTRICT MILEAGE RATES**

The mileage rate for in-district travel by authorized personnel is to be established annually by the Board of Education at its organizational meeting.

The mileage reimbursement rate is established in accordance with the determination made by the IRS each Fall for the next calendar year. A memorandum notifying authorized personnel is issued each September advising employees of this rate by the assistant superintendent for business or designee. The memorandum is accompanied by an updated in-district travel claim form (Exhibit A) which indicates the most current rate, as well as maximum permissible mileage distances between any two school buildings within the District. Each January another memorandum is issued announcing the newly established mileage reimbursement rate for the new calendar year.

Policy Adopted:  
July 6, 1967  
Policy Revised:  
December 16, 1991  
Policy Revised:  
October 24, 2022  
Policy Reviewed:  
October 23, 2023  
Policy Reviewed:  
October 28, 2024

## **EXHIBIT A**

**PATCHOGUE-MEDFORD SCHOOLS**  
 241 South Ocean Avenue  
 Patchogue, New York 11772  
 (631) 687-6300  
**IN-DISTRICT TRAVEL CLAIM FORM**  
 2023-2024

Name \_\_\_\_\_ School \_\_\_\_\_

Department \_\_\_\_\_

**LIST TRIPS BY DAY - EACH TRIP MUST BE SHOWN**

DATE	FROM	TO	ALLOWABLE MILES

TOTAL MILES       X .655¢       PER MILE        TOTAL CLAIM \$       

I hereby certify that mileage charged on this claim actually has been traveled in performance of my scheduled duties.

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Principal/Director's Signature \_\_\_\_\_

Send completed form to the Accounting Office for processing.

**NOTE: Distances between District buildings is on the back of this form.**

	D i s t r i c t  O f f i c e	B a r t o n	B a y	C a n a a n	E a g l e	M e d f o r d	R i v e r	T r e m o n t	O r e g o n	S a x t o n	S o u t h  O c e a n	H i g h  S c h o o l
District Office	0	2.9	.5	2.0	6.5	1.6	.8	4.0	4.3	2.7	0	4.6
Barton	2.9	0	2.4	1.5	4.7	1.3	3.7	2.2	2.2	.2	2.9	2.3
Bay	.5	2.4	0	2.6	5.7	1.2	1.1	3.2	3.8	2.6	.5	4.5
Canaan	2.0	1.5	2.6	0	4.6	1.4	2.3	2.4	2.7	1.6	2.0	3.4
Eagle	6.5	4.7	5.7	4.6	0	4.5	6.9	2.5	3.7	4.9	6.5	2.6
Medford	1.6	1.3	1.2	1.4	4.5	0	2.4	2.0	2.9	1.0	1.6	3.5
River	.8	3.7	1.1	2.3	6.9	2.4	0	4.4	5.0	3.4	.9	4.8
Tremont	4.0	2.2	3.2	2.4	2.5	2.0	4.4	0	1.2	2.4	4.0	1.4
Oregon	4.3	2.2	3.8	2.7	3.7	2.9	5.0	1.2	0	2.4	4.3	1.2
Saxton	2.7	.2	2.6	1.6	4.9	1.0	3.4	2.4	2.4	0	2.7	2.8
South Ocean	0	2.9	.5	2.0	6.5	1.6	.9	4.0	4.3	2.7	0	4.6
High School	4.6	2.3	4.5	3.4	2.6	3.5	4.8	1.4	1.2	2.8	4.6	0