



Pequannock Township School District

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

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TO: Administrators
FROM: Gordon E. Gibbs
DATE: July 2025
RE: 2025-2026 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
9/2/25* through 12/23/25 *7/1/25 for summer employees	1/6/26	February Board Meeting
1/5/26 through 3/13/26	3/20/26	April Board Meeting
3/16/26 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	