PEMBERTON TOWNSHIP SCHOOLS
You can get there from here!

LAURA ARCHER
School Business Administrator/Board Secretary

HEATHER PYLE
Assistant School Business Administrator

JEFFREY HAVERS
Superintendent

MILEAGE REIMBURSEMENT PROCEDURES & GUIDELINES – In-District

Inter-District Mileage

- Copy of **License, Insurance and Registration** is required to be submitted with the requisition for reimbursement, and where applicable the contract page for PTPAA & PTSSAA Members.
- Mileage – Please complete a Mileage Expense Spreadsheet for your mileage; Please see the building Secretary for a copy of the above link.
  - List the date of travel
  - Where you travel from and to
  - Purpose of travel
  - Miles based on Distance Sheet from above link
  - Make sure you use multiple sheets if required
- Attach your completed mileage spreadsheet(s) to your Purchase Order Voucher.
- Sign the voucher and submit to your supervisor for approval and signature.
- Submit to Business Office for processing.

MILEAGE & EXPENSE REIMBURSEMENT PROCEDURES & GUIDELINES – Out-of-District

Out-of-District Workshops

- **Reimbursement must have prior Board approval**.
- A requisition must be entered for reimbursement prior to travel along with a copy of the Board item. For mileage reimbursements, a copy of **License, Insurance and Registration** is required to be submitted with the requisition for reimbursement. Make sure insurance is valid through date of travel.
- Must submit **Original Receipts** to be reimbursed, copies will not be accepted (Parking Tolls, etc.).
- A copy of Google Maps showing distance from your residence to your building/office and one showing distance from building/office to the location of the training. You must deduct the mileage from your residence to building/office mileage from the mileage to the location.
- A synopsis, including purpose and scope, of the reasons for travel should be included on the requisition.
- Reimbursements for meals is based on OMB Guidelines (Alcohol prohibited).
- Reimbursement of tips limited to 15%.
- Proof of payment is required.
- For reimbursement of workshop registration fees, a copy of your original registration is required along with proof of payment.
- Attached needed receipts to Reimbursement Expense Report to your Purchase Order Voucher. Please note any sales tax is non-refundable.
- Sign the voucher and submit to your supervisor for approval and signature.
- Submit the voucher package to the Business Office for processing, along with an Overnight Travel Waiver from the state, if applicable.

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HEATHER PYLE
Assistant School Business Administrator

JEFFREY HAVERS
Superintendent

To: All Administrators/Secretaries
From: Laura Archer, Business Administrator/Board Secretary
Date: August 6, 2026
Re: Mileage Reimbursement for in-district travel only– July 1, 2026 to June 30, 2027

The Accountability Rules and Regulations dictates travel and mileage reimbursement for School Districts (reference N.J.A.C 6A-23A:3.1(e) (2). "*No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J. S.A 18A:11-12 including, but not limited to, the provisions, for mileage reimbursement and reimbursement for meals and lodging in New Jersey.*"

All employees receive the current 47 cents per mile reimbursement

Time Period	Due in District Office
July 1, through September 30	**October 16**
October 1 through December 31	**January 15**
January 1 through March 31	**April 16**
April 1 through June 30	**July 1**

Each person submitting mileage vouchers must have Board Approval and a P.O. prior to travel

EACH MILEAGE EXPENSE REPORT MUST HAVE THE FOLLOWING:

- **Copy of valid Driver's License, Registration and Proof of Insurance to be submitted with requisition, and must be accompanied by the Board Approval. Insurance Certificate must be valid through the date of travel.**
- **P.O. # on each voucher you submit for payment.**
- **You must include a printed copy of the completed Mileage Expense Sheet – NOTE: THIS MUST BE COMPLETED USING THE GOOGLE SHEET TEMPLATE, NO HANDWRITTEN SHEETS WILL BE ACEPTED**
- **A synopsis, including purpose and scope, of the reasons for travel should be included on the P.O.**
- **Original signature of employee, on the blue voucher.**
- **SUPERVISORS SIGNATURE.**

VOUCHERS WILL BE RETURNED IF NOT COMPLETE AS NOTED ABOVE.

All mileage vouchers for the 2026-2027 school year must be submitted for payment no later than Thursday July 1, 2027. Vouchers received after this date ***WILL NOT BE PAID***.

NOTE: A yearly requisition will need to be completed for any eligible Administrator or Supervisor, and a copy of the contract page will need to be uploaded with each requisition for all eligible staff members. A copy of employee's driver's license, registration and insurance must also be sent with the requisition.

Questions should be directed to **Victoria Loehwing at extension 1027 or Kate Klco at extension 1023.**

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All employees receive the current 47 cents per mile reimbursement

Each person submitting vouchers must have Board Approval and a P.O. prior to travel

EACH MILEAGE and/or EXPENSE REPORT MUST INCLUDE THE FOLLOWING:

- **Copy of valid Driver's License, Registration and Proof of Insurance to be submitted with requisition, and must be accompanied by the Board Approval. Insurance Certificate must be valid through the date of travel.**
- **P.O. # on each voucher you submit for payment.**
- **A copy of Google Maps showing distance from your residence to school/office and another showing distance from school/office to location out of district. You must deduct the mileage from your residence to school/office from the mileage to the location out of district.**
- **A synopsis, including purpose and scope, of the reasons for travel should be included on the P.O.**
- **Reimbursements for meals is based on OMB Guidelines (Alcohol prohibited).**
- **Reimbursement of tips limited to 15%.**
- **Proof of payment is required.**
- **For reimbursement of workshop registration fees, a copy of your original registration is required along with proof of payment.**
- **Attached needed receipts to Reimbursement Expense Report to your Purchase Order Voucher. Please note any sales tax is non-refundable.**
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