

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

TRAVEL EXPENSE PROCEDURES

Mileage reimbursement may be paid by the BOCES in accordance with the September 1, 2011 approved one-way mileage between BOCES owned or leased facilities and component school district sites and Chapter 4 of the Purchasing and Property Management Procedures date 1/1/97 (see attached "Approved One-Way Mileage", Instructional Handbook Section 5005). The Board of Education, at its annual organizational meeting, adopts the IRS rate for the reimbursement of approved travel in a personal vehicle effective each July 1 (pursuant to SABEA Faculty Agreement, Article 10.14 and SABEA SRP Agreement Article 18.5)

1. Daily Mileage Reimbursement

Staff who travel as part of their regular job responsibilities are paid mileage round-trip from the designated home base to other worksites; the home base is determined annually, based on the assigned location where the staff member spends the majority of his/her schedule. (number of hours, not number of students)

Travel expense vouchers are to be submitted by the staff member on a monthly basis to the immediate supervisor for review and to be verified against the staff member's weekly or monthly schedule.

Approved Travel Expense Vouchers are forwarded to the Accounts Payable Office for payment. This is considered by the IRS as appropriate business expense reimbursement not subject to payroll taxes.

2. Mileage for Conferences, Meetings or Workshops

Staff who are approved for travel expenses for conferences, meetings or workshops are paid mileage round-trip from the designated home base for use of a personal vehicle. Travel outside the JMT region will need to be verified by the staff member by attaching a MapQuest mileage document to the Travel Expense Voucher. Travel Expense Vouchers must be approved by the immediate supervisor and forwarded to the Accounts Payable Office for payment. This business expense reimbursement is not subject to payroll taxes.

3. Involuntary Transfer Mileage Reimbursement

Staff who are eligible for Involuntary Transfer mileage pursuant to Article 16.2 of the Faculty Agreement or Article 14.2 of the SABEA SRP Agreement are approved by the Director of Human Resource Services in advance, and so authorized to submit in writing a specific number of miles to be claimed per day. Staff submit mileage monthly to the immediate supervisor for review and approval, and forward to the Human Resource Services office for attendance verification and eligibility, and final approval by the Director of Human Resource Services. Approved Involuntary Transfer Mileage Travel Expense Vouchers (yellow) are forwarded to the Payroll office for payment in the regular bi-weekly payroll checks.

Staff are eligible for Involuntary Mileage reimbursement until they return to the previous home base, voluntarily change home base assignment or re-locate their personal residence closer to the new home base.

Please note however, BOCES external auditors have determined that the IRS considers involuntary transfer mileage reimbursement as a taxable benefit. Involuntary mileage reimbursement is therefore paid through a payroll check as income, subject to FICA, Federal and State taxes.

Approved/Revised: 8/24/11

Washington-Saratoga-Warren-Hamilton-Essex BOCES  
 Approved One-Way Mileage Chart  
 Effective September 1, 2011

	Burgoyne	Gick Road	Myers <sup>4</sup>	SAEC	BSTLC	WSTLC	90 South Street <sup>4</sup>	11 South Street <sup>4</sup>
Burgoyne Avenue	18.8	18.8	18.7	3.2	5.3	1.3	5.3	5.1
Gick Road	18.8	1.4	1.4	20.5	17.3	17.1	17.5	17.6
Myers Center	18.7	1.4	21.1	21.1	18.2	17.8	18.4	18.5
Southern Adirondack (SAEC)	3.2	20.5	21.1	3.3	3.3	4.0	3.2	3.0
Broad Street TLC (BSTLC)	5.3	17.3	18.2	3.3	6.2	6.2	0.2	0.3
Washington St. TLC (WSTLC)	1.3	17.1	17.8	4.0	6.2	6.2	6.2	5.9
90 South Street	5.3	17.5	18.4	3.2	0.2	6.2	0.2	0.2
11 South Street	5.1	17.6	18.5	3.0	0.3	5.9	0.2	
<b>Abraham Wing Common SD</b>	4.5	18.7	19.1	2.4	1.4	5.3	1.2	0.9
<b>Argyle CSD</b>	7.8	23.8	21.4	10.4	12.6	6.8	12.3	12.0

**Ballston Spa CSD**

Milton Terrace Primary	30.0	12.5	9.4	31.6	28.3	26.1	26.4	26.5
Malta Avenue Intermediate	28.4	10.9	8.2	30.0	26.7	25.1	25.4	25.5
Wood Road Intermediate	30.0	12.5	9.6	31.6	28.3	26.1	26.6	26.7
Ballston Spa MS	31.4	13.9	9.1	33.0	29.7	25.8	26.1	26.2
Ballston Spa HS	31.4	13.9	9.2	32.9	29.7	25.8	26.3	26.3

<b>Bolton CSD</b>	25.2	35.6	36.2	22.7	20.4	25.2	19.5	19.3
<b>Cambridge CSD</b>	26.0	25.1	23.6	28.7	30.8	25.2	30.6	30.4
<b>Corinth CSD</b>	19.3	15.3	14.7	15.8	12.5	16.0	12.7	12.8
<b>Fort Ann CSD</b>	11.1	33.3	29.3	9.0	12.2	12.0	12.2	12.0
<b>Fort Edward UFSD</b>	0.8	17.8	17.9	3.5	5.6	0.5	5.6	5.4
<b>Galway CSD</b>	37.0	18.5	16.2	38.5	35.3	32.9	32.8	32.7

**Glens Falls CSD**

Sanford Street Elem.	5.7	20.1	18.7	3.6	0.9	6.5	0.8	0.6
Kensington Road Elem.	6.3	17.6	18.5	4.2	1.5	7.1	1.4	1.2
Jackson Heights Elem.	5.9	21.2	19.6	3.4	1.5	6.1	1.5	1.3
Big Cross Elem.	5.8	17.1	17.9	3.7	0.8	6.5	0.7	0.9
Glens Falls MS	5.9	17.4	18.3	3.8	0.7	6.7	0.8	0.9

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Glens Falls HS	5.9	17.3	18.1	3.7	0.7	6.7	0.8	0.8

Granville CSD	20.8	48.6	39.6	24.9	28.1	22.0	23.8	23.6
Greenwich CSD	16.9	16.0	14.5	19.6	21.7	15.9	21.3	21.1
Hadley-Luzerne CSD	22.9	21.0	22.2	20.5	18.1	18.6	14.3	14.4
Hartford CSD	12.1	32.5	31.2	12.4	15.2	13.6	15.4	15.2

**Hudson Falls CSD**

Margaret Murphy	1.9	21.2	20.2	1 <sup>1</sup> 1.5	3.9	2.7	3.9	3.7
Hudson Falls Primary	3.0	<sup>1</sup> 21.5	21.3	0.9	4.2	3.9	4.1	3.9
Hudson Falls Intermediate	2.0	21.9	20.7	<sup>2</sup> 2.0	4.5	3.3	4.5	4.3
Hudson Falls MS	2.4	22.3	21.1	2.1	4.9	3.7	4.5	4.3
Hudson Falls HS	2.6	22.0	20.8	<sup>1</sup> 1.3	4.7	3.5	4.0	3.8

Indian Lake CSD	57.8	68.2	68.8	55.3	53.0	58.0	52.4	52.2
Johnsburg CSD	39.7	50.2	50.8	37.2	34.9	39.9	34.3	34.1
Lake George CSD	14.9	25.4	26.4	12.5	10.1	15.4	9.8	9.6

Mechanicville CSD	30.1	21.4	16.2	40.4	37.2	29.1	31.8	31.7
Minerva CSD	45.2	55.6	56.4	42.7	40.4	45.7	40.0	39.8
Newcomb CSD	66.1	76.5	75.9	63.6	61.3	65.1	59.5	59.3
North Warren CSD	33.9	44.3	45.1	31.4	29.1	34.3	28.7	28.5
Queensbury UFSD	7.9	18.4	19.2	5.5	3.1	8.8	3.1	2.9
Salem CSD	23.8	28.6	26.5	26.3	28.6	20.9	26.4	26.2

**Saratoga Springs CSD**

Caroline Street Elem.	21.5	1.4	0.6	23.1	19.8	18.0	18.3	18.4
Division Street Elem.	21.0	2.6	2.3	22.6	19.3	19.0	19.3	19.4
Dorothy Nolan Elem.	<sup>1</sup> 17.1	<sup>1</sup> 2.5	4.0	<sup>1</sup> 18.5	<sup>1</sup> 15.4	15.5	15.6	15.5
Geyser Road Elem.	23.3	4.8	4.5	24.8	21.6	21.5	21.8	21.9
Greenfield Ctr. Elem.	19.6	8.3	7.3	21.2	18.3	18.7	18.7	18.6
Lake Avenue Elem.	20.2	1.7	1.3	21.8	18.5	18.9	18.7	18.8

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Maple Ave. MS	20.1	1.6	2.4	21.6	18.4	16.7	16.7	16.6
Saratoga Springs HS	21.7	3.3	3.1	23.3	20.1	19.9	20.3	20.3

<b>Schuylerville CSD</b>	13.5	10.5	9.4	16.2	18.3	12.6	16.8	16.6
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**South Glens Falls CSD**

Ballard Rd. Elem.	14.0	7.9	8.2	15.6	12.4	11.8	11.7	11.6
Harrison Ave. Elem.	3.5	17.0	18.1	4.5	2.1	4.6	2.0	1.8
Moreau Elem.	5.5	15.5	16.6	5.8	3.4	4.5	3.3	3.1
Tanglewood Elem.	<sup>1</sup> 7.6	15.6	16.7	5.8	3.4	6.1	3.4	3.2
Oliver Winch MS	<sup>3</sup> 4.0	16.7	17.7	4.0	1.6	4.8	1.5	1.3
South Glens Falls HS	<sup>1</sup> 7.2	15.3	16.3	5.8	3.4	5.6	3.2	3.0

<b>Stillwater CSD</b>	25.2	19.1	14.1	27.9	30.0	24.2	28.5	28.3
<b>Warrensburg CSD</b>	20.9	31.4	32.1	18.5	16.1	21.2	15.7	15.4
<b>Waterford/Halfmoon UFSD</b>	42.2	24.8	23.0	43.8	40.6	36.7	40.1	40.2
<b>Whitehall CSD</b>	23.5	45.1	41.7	21.4	24.6	24.3	24.6	24.3

<sup>1</sup> = Yahoo Map  
<sup>2</sup> = Original Mileage Chart  
<sup>3</sup> = Use same route as Harrison Avenue  
<sup>4</sup> = Average Direct Route and Reverse - MapQuest  
<sup>5</sup> = Average Direct Route and Reverse - Yahoo