

# **BOCES employees that are members of the SABEA Faculty & SRP Units**

## **Travel Reimbursement changes effective February 11, 2016**

(Please use in conjunction with the Example of a Completed Travel Expense Voucher that shows how to claim a portion of commuting miles)

As a result of the ratified agreement between the WSWHE BOCES and the SABEA Faculty & SRP Units, there were modifications to the language for travel reimbursement.

Specifically, some unit members may receive reimbursement for a portion of their commuting miles. Commuting miles are the miles traveled from home to the first work site and from the last work site to home.

The following guidance is provided to assist individuals in determining when they are eligible for this reimbursement and how to claim this reimbursement on the monthly Travel Expense Voucher. This guidance is to be used in conjunction with the accompanying example of a completed Travel Expense Voucher which includes reimbursement for a portion of the commuting miles.

The following guidance is provided in a Question & Answer format.

### **1. What changed in the new contract regarding travel reimbursement?**

During the period of time that staff members are assigned and work in more than one location they will be reimbursed for one way commuting miles greater than the number of miles they would have traveled had they driven to the Education Center furthest from their primary domicile.

A brief example is:

- Your one-way travel Home to Myers Education Center = 10 miles
- Your one-way travel Home to Southern Adirondack Education Center = 22 miles (furthest of the two centers from primary domicile)
- Your one-way commute from Home to the worksite (Granville CSD) = 37 miles
- Your one-way reimbursable commuting miles = 15 miles ( $37 - 22 = 15$ ) Since the one-way commute (37 miles) is greater than the miles to the furthest Center (22 miles), a portion of the commuting miles will be reimbursed (15 miles).

### **2. What stayed the same?**

Most of the travel reimbursement provisions stayed the same as was the current practice:

- **(site to site travel)** Any unit member traveling to more than one work site location (e.g. BOCES sites and/or component school districts), in the same workday, shall be reimbursed mileage for actual travel between those work site locations, as approved by the BOCES.
- **(travel to full day workshop meetings and/or conferences)** Unit members attending full-day workshops, meetings, and/or conferences shall be reimbursed mileage pursuant to current practice as follows: commuting miles (primary domicile to regularly scheduled first work site and regularly scheduled last worksite to primary domicile) are deducted from the total miles traveled on the day of the full-day workshop, meeting or conference to determine the number of reimbursable miles. Unit members attending workshops, meetings, and/or conferences which are not full day shall be reimbursed mileage for site to site travel.
- **(involuntary travel)** Unit members may not benefit from involuntary transfer mileage simultaneously with this commuting mileage methodology.

### 3. When can I claim reimbursement for commuting miles?

Both a. and b. below must be “yes” to claim a portion of your commuting miles.

- a. **(you qualify if)** Unit members will qualify for reimbursement for applicable commuter miles during the period of time in which they are assigned to more than one work site location.

“During the period of time” and “assigned to more than one work site location” are important qualifiers to determine your eligibility for this reimbursement. Your eligibility for reimbursement for a portion of your commuting miles is determined on a monthly basis. When you review your travel for each month, were you assigned to work AND actually perform work at more than one location during the month? If yes, then you are eligible to “do the math” to see how many commuting miles you can claim. If no, you cannot claim a portion of your commuting miles.

- b. **(“doing the math” to see how many miles you can claim)** under the following conditions:
- i. **(yes, you can claim a portion of your commuting miles)** If the number of actual commuting miles at the beginning of the work day to the first work site or end of the work day from the last work site exceeds the mileage from the primary domicile to the furthest distant educational center (BOCES SAEC or Myers Center), the unit member will be reimbursed the excess mileage as applicable commuter mileage.
  - ii. **(no, you cannot claim a portion of commuting miles)** If the number of actual commuting miles at the beginning of the work day to the first work site or end of the work day from the last work site is less than the mileage from the primary domicile to the furthest distant educational center, no applicable commuter miles will be reimbursed.

### 4. How do I claim reimbursement?

Please review the example of a completed Travel Expense Voucher for specific direction on how to record your information and claim a portion of your commuting miles. You must submit a MapQuest or Google Maps printout of your Home to each Education Center (SAEC & Myers) if you are claiming reimbursement for a portion of your commuting miles. Please select shortest distance option in the software. These two printouts only need to be sent once unless your domicile changes.

### 5. When is this effective?

The new contract is for the period July 1, 2014 through June 30, 2016. However, the new travel reimbursement portions are effective beginning February 11, 2016 which was the first full day after the MOA was ratified.

### 6. What do I do for Travel Expense Vouchers already submitted?

Since this provision is effective for travel beginning February 11, 2016, you can claim reimbursement for a portion of your commuting miles on eligible days for Travel Expense Vouchers already submitted for February through June. To claim this travel, please prepare a separate supplemental Travel Expense Voucher for each month and list only those days for which you are claiming the commuting miles. Please submit these supplemental vouchers to your supervisor for approval in the same manner as regular Travel Expense Vouchers. The Accounts Payable staff will compare your previously submitted Travel Expense Vouchers to the supplemental Travel Expense Vouchers and calculate any additional payment you may be due for those days you list on the supplemental Travel Expense Vouchers. Please submit all supplemental Travel Expense Vouchers by October 31, 2016.

### 7. Will there be training regarding these changes?

There are two trainings sessions scheduled for September 2016.

- Monday Sept. 19 3:30 pm Myers Center Gym
- Tuesday Sept. 20 3:30 pm Southern Adirondack Center Gym