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|  | Superintendent's Circular | NUMBER: FIN-02 Version 01 |
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MILEAGE REIMBURSEMENT

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

Boston Public School employees who are eligible for mileage reimbursement are required by IRS regulation to document those costs and provide specific information. Reimbursement cannot be made unless all procedures detailed in this circular are followed and all necessary documentation is provided.

All employees who use their own vehicle on authorized school business are entitled to be reimbursed as listed below. Please note that travel to and from your home is not eligible for reimbursement.

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| All Itinerant Service Providers School Psychologists, District Social Workers, Speech & Language Pathologists, Occupational Therapists, Physical Therapists, Adaptive Physical Education Teachers, Vision Teachers (ISP will receive that \$600 payment in succeeding years provide the ISP's direct supervisor verifies that the ISP's travel schedule is substantially unchanged) | \$600.00 per "full" school year (flat rate) or 67¢ per mile |
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| All other BTU members | 67¢ per mile |
| Supervisors of Attendance | 67¢ per mile |
| BASAS | 67¢ per mile |
| Management | 67¢ per mile |
| Planning & Engineering | \$15.00 per day (flat rate) |

For eligible mileage reimbursement, there must be a sufficient appropriation in the respective responsibility center manager's budget (Account 52803 Mileage).

IMPORTANT!

Parking fees, tolls, other transportation fares; Lyft/Uber, MBTA individual fares only (monthly passes are not reimbursable) etc., will be reimbursed only when it is clearly stated that the trip taken, which resulted in these fees, was for official school business and the method of transport was the most economical. Original receipts must be produced/provided for reimbursement.

Follow the procedures below to submit for reimbursement (Emails accepted):

1. Submit a completed "[City of Boston Special Draft/Non Order Form](#)" – it must be filled out completely with:
 - School/Department
 - Date
 - Full name of the person being reimbursed
 - Full address of the person being reimbursed
 - Vendor #
 - Full funding source
 - Full "detailed" description
 - Amount to be reimbursed
 - Must be signed by the employee's immediate supervisor
2. Submit the "[Certification Form](#)" attesting "under penalty of perjury that amounts stated are correct and were incurred in the service of the City of Boston."

3. Submit a completed "Mileage Detail Form" - List the total number of miles traveled each day and total-up each page – must sign and date each page.
4. Submit all receipts - tolls, parking, ubers/lyfts, MBTA individual fares only, etc.
5. Mileage Reimbursement requests "must be" submitted at the end of each month or quarterly – 4 times per year, which is September 30, December 31, March 31 and the last day of school in June.
6. Employee group (union) affiliation must be indicated to insure eligibility for reimbursement.

REMINDER: You must be registered on the City of Boston Vendor/Supplier Portal file in order to be reimbursed. Go to www.boston.gov/procurement click on "Go to Supplier Portal" and follow the instructions. Wait until you are an approved vendor and have acquired your vendor number before submitting for reimbursement.

If Submitting by Paper:

- ONLY Submit Single-Sided reimbursements packet – Not Double Sided. Also, no smaller than 12 Font and only on 8x11 white paper.
- DO NOT highlight or put scotch tape on receipts because it fades the receipts – use staples, only legible receipts will be

reimbursed – Must submit copies on 8x11 paper of all cash register receipts.

IMPORTANT REMINDER

The Fiscal School Year ends on June 30 each year and July 1 starts the new Fiscal School Year.

Reimbursements that are not submitted within the School Fiscal Year will be in jeopardy of non-payment.

**** You cannot use current school year funds to pay for prior school year expenses. ****

For more information about this circular, contact:

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Mary Skipper, Superintendent