

Monroe 2-Orleans BOCES Policy
Series 5000 – Personnel
Policy #5211 – MILEAGE REIMBURSEMENT

Board members and employees are entitled to mileage reimbursement for approved BOCES-related travel when using a privately-owned vehicle. BOCES will reimburse mileage at the standard IRS rate at the time of travel. All travel shall be by the most cost-effective route and should not include any personal travel or union business.

BOCES cannot reimburse for commute miles. Employees are responsible for their daily commute regardless of where they begin or end their day, provided travel is within the component region of Monroe 2-Orleans BOCES, Monroe 1 BOCES and the City of Rochester.

Mileage expenses shall be submitted online using the web-based mileage reimbursement system. Employees are to complete all areas of the online form and submit for supervisor's approval prior to reimbursement. Parking and toll expenses will be reimbursed upon online submission of receipts or other approved documentation as required.

Exceptions to this policy must be approved by the District Superintendent or designee.

Adopted: 5/13/2009
Reviewed: 10/19/2011
Revised: 2/13/2013
Revised: 9/17/2014
Revised: 6/21/2017
Reviewed: 9/16/2020
Reviewed: 9/27/2023