

**ARLINGTON CENTRAL SCHOOL DISTRICT
144 TODD HILL ROAD
LAGRANGEVILLE, NY 12540**

**ANNOUNCEMENTS
January 2025**

New Mileage Reimbursement Rate beginning January 1, 2025

Employees who use their personal vehicle for District approved travel will be reimbursed at the prevailing IRS rate per mile. Tolls and parking will also be eligible for reimbursement if submitted with the proper receipt.

The IRS mileage reimbursement rate beginning January 1, 2025 is 70 cents per mile. This rate will be in effect until at least December 31, 2025 for travel occurring between January 1, 2025 through June 30, 2025. Claims *should be submitted at least twice per school year, July 1 through June 30, not by calendar year.*

The IRS requires substantiation of all mileage for which reimbursement is claimed; **check the mileage of your trips between District locations on the District Mileage Chart below. For other trips, a printout from MapQuest (or a similar site) which shows the total distance from your home or your building (*whichever is closer*) to your destination must be included.** A printout of the directions and total mileage must be attached to every claim form, purchase order and conference request which involves travel out of the District. *You do not need to include a map, only the detailed route and total mileage is necessary.*

Please note that a business trip which can be accomplished during your normal workday commute (such as to a bank or post office), without extending that commute, is not considered a reimbursable trip. Days not worked due to illness, inclement weather etc. should not be included in any claim for reimbursement.

Forms are available on the District website and in your building's main office.

District Mileage Chart

	ASM *	AHS	OPS	TIS	TRV	WST	NX	BKM	LMS	UMS/ VF	CAO- Todd Hill
ASM	☼	6.9	2.8	3.8	6.2	5.5	7.0	15.7	7.2	11.3	8.7
AHS	6.3	☼	4.5	5.5	6.6	7.6	3.3	9.0	1.3	5.1	2.5
OPS	2.4	4.5	☼	2.2	5.5	5.5	5.0	12.8	5.5	9.3	6.6
TIS	3.7	5.5	2.2	☼	7.6	7.8	4.3	12.0	5.8	9.0	7.3
TRV	5.8	6.6	5.5	7.6	☼	1.6	8.7	16.1	7.4	11.3	8.6
WST	5.4	7.6	5.5	7.8	1.6	☼	9.6	17.0	8.4	12.2	9.6
NOX	6.4	3.3	5.0	4.3	8.7	9.6	☼	7.6	1.8	4.7	3.1
BKM	15	9.0	12.8	12.0	16.1	17.0	7.6	☼	9.6	5.2	6.7
LMS	6.8	1.3	5.5	5.8	7.4	8.4	1.8	8.0	☼	5.6	3.0
UMS/ VF	10.8	5.1	9.3	9.0	11.3	12.2	4.7	5.2	5.6	☼	2.8
CAO – Todd Hill	8.2	2.5	6.6	7.3	8.6	9.6	3.1	6.7	3.0	2.8	☼

*ASM - This location includes the Maintenance and Transportation Office

1/3/20

Reimbursable Expenses



Mileage -

67 cents per mile – for miles travelled July 1, 2024 – December 31, 2024

70 cents per mile – for miles travelled January 1, 2025 – December 31, 2025

The IRS establishes new rates in January of each year.

The IRS requires substantiation of all mileage for which reimbursement is claimed. You must attach a printout from MapQuest (**or a similar site**) showing the distance from your home or your building (**whichever is closer**) to your destination.

Tolls and parking will also be eligible for reimbursement as long as receipts are submitted.

**Distance is from work to your destination unless your home is closer.*

Transportation –

Limo services and other luxury vehicles will not be covered if the cost is greater than mileage and airport parking. Employees travelling together must carpool and share expenses unless there is a valid reason that is not possible.

Conventions, Seminars, Conferences – Registration and Lodging

Be sure to submit under My Learning Plan.

Conference fees and lodging are exempt from tax only if payment is made by the district directly to the conference sponsor or hotel. Generally the district is unable to process payments until the completion of the conference. Check with the conference sponsor and hotel if they accept Purchase Orders.

Registration, workshop, lodging and other fees will be reimbursed at actual cost, if not prepaid by the District. **Itemized receipts must be submitted** showing proof of the date and amount paid. **Credit card receipts alone are not acceptable proof.**

Expenses on nonessentials (meals before the start of and completion of the conference, snacks, minibar, literature, books, etc.) and activities unrelated to official business are considered personal expenses and will not be reimbursed by the District.



Meals and Tipping

a. Meal charges, including gratuities of up to 15% of the meal charges, up to the maximum amounts for breakfast, lunch and dinner allowed under the United States Government Services Administration Meal Expense Breakdowns (available at <http://www.gsa.gov/mie>) and upon presentment of itemized receipts, for persons traveling for district-related business. The daily total per diem rate category is to be determined by the United States Government Services Administration current Domestic Per Diem Rate Chart (available at <http://www.gsa.gov/perdiem>). There shall be no reimbursement for alcoholic beverages. Any request for reimbursement for meals must include a detailed restaurant receipt indicating the number of guests, all items purchased, the dollar amount of each meal and the date and time of the meal. A credit card receipt or restaurant stub is insufficient for reimbursement. This reimbursement policy refers only to meals.

b. When an individual travels on District business, and the meal expenses are within the GSA guidelines for meals, **the traveler has the option of submitting receipts for reimbursements or taking a lump sum for meals.** The traveler, using this option, will receive a lump sum for meal expenses based on the number of days traveled. Receipts will not be required when the traveler uses the lump sum option. Meals for the first and last day of travel, will be at the GSA rate for the location of travel.

c. For daily travel to a meeting or conference, the individual will be reimbursed at the GSA Meals and Incidental Expenses rate for breakfast, lunch and or dinner. This will be a lump sum payment reimbursement, and receipts will not be required.

d. When the conference/meeting attendee has meals provided as a part of the registration for the conference, the traveler cannot claim reimbursement for the meals provided. If, however, some of the meals are provided under the registration fee, and others are not provided, the traveler will be reimbursed for appropriate meal costs not covered by the registration fee.

e. Travelers are expected to make a good faith effort to use District tax exempt certificates, when possible. If an establishment will not accept a certificate, the traveler will be reimbursed for the full cost of the meal. The cost of the meal will exclude taxes.

Be sure to review your claim prior to submission. Claims lacking detail or clarity will be adjusted and reimbursement will be made based on the information available at the time.

****Submit all claims for the the 2024-2025 fiscal year within two (2) months of the conference and no later than than the second week of July 2025, otherwise reimbursement is not guaranteed or will be delayed.****