

WAYLAND PUBLIC SCHOOLS 2023-2024 EMPLOYEE REIMBURSEMENT AND MILEAGE REQUIREMENTS

NO MERCHANDISE MAY BE SHIPPED TO YOUR HOME, SCHOOL ADDRESS MUST BE USED

If paying for a good or service: (PO NUMBER MUST BE REQUESTED AND ISSUED PRIOR TO DATE OF EXPENSE)

An invoice from the vendor is required *(we cannot pay off quotes, statements or packing slips)*

For reimbursement of goods: (PO NUMBER MUST BE REQUESTED AND ISSUED PRIOR TO DATE OF EXPENSE)

The proof of payment submitted must be:

- Original itemized receipts (the items purchased must be detailed on the slip)
- Sales tax cannot be reimbursed
- Charges for liquor and tobacco cannot be reimbursed
- If paid with cash the original receipt from vendor is sufficient
- If paid by check a copy of the cancelled check is required
- If charged on your debit /credit card a copy of the statement showing your name and the charge is required

For conference reimbursements: (PO NUMBER MUST BE REQUESTED AND ISSUED PRIOR TO DATE OF EXPENSE)

Ideally we would like to pay the vendor directly for the conference registration fee but realize due to timing it may not always be feasible.

If you are being reimbursed for a conference please submit:

- An approved conference form, including proof of attendance
- There must be a printout which details the dates of the conference and cost
- Original itemized receipts for tolls, parking, meals, subway fares, taxis and hotel charges
- Meals tax and hotel tax will be reimbursed - Sales tax cannot be reimbursed
- Charges for liquor and tobacco cannot be reimbursed
- If paid with cash the receipt from vendor is sufficient
- If paid by check a copy of the cancelled check is required
- If charged on your debit /credit card a copy of the statement showing your name and the charge is required
- MapQuest/Google printout is required for mileage reimbursement outside of the district**

*Refer to Conference Reimbursement Form for conference mileage reimbursement guidelines

** 2023 mileage reimbursement is .655

*School to school or Central Office mileage is calculated below**

*Mileage Information	CO	HS	MS	HH	L	CH
CO		2.3	3.2	2.7	3.5	1.7
HS	2.3		1.9	.07	2.2	3.4
MS	3.2	2.0		1.4	1.7	4.3
HH	2.6	.6	2.5		3.4	3.7
L	3.4	2.2	1.6	1.6		4.5
CH	1.6	3.4	4.2	3.8	4.5	

Please do not hold your receipts for reimbursement until June. Submit mileage quarterly.

Forms and original receipts must be returned within thirty (30) days of the event to the Wayland Public Schools, Accounts Payable, CO.

Any receipts for expenses, including mileage, received after June 30th of the current fiscal year will not be accepted.

A MILEAGE & REIMBURSEMENT FORM MUST BE COMPLETED, TOTALED AND SUBMITTED FOR ACCURATE REIMBURSEMENT WITH EVERY PO SUBMISSION –THIS IS AN AUDITOR REQUIREMENT

http://www.wayland.k12.ma.us/administration/human_resources/forms_for_staff

- **Business Office - Employee Mileage & Reimbursement Form |Form|**