

# Elmira City School District



**Lindsey Tice**  
**School Business Official**  
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February 2, 2024

TO: District Staff

FROM: Lindsey Tice  
School Business Official

SUBJECT: Updated 2023-24 Travel and Conference Reimbursement Rates

Effective **January 1, 2024**, the mileage reimbursement for employees with rates not determined by collective bargaining agreements has been adjusted to reflect the new Federal guideline of \$0.67 per mile.

For mileage reimbursement, a District vehicle must be requested first for out of District travel.

Meals will be reimbursed and approved on the "Travel/Conference/Workshop Request" form in accordance with the Federal established per diem rate for the area that you are traveling to. Itemized receipts for all meals and expenses over \$10 must be submitted for reimbursement. Costs for meals exceeding the Federal per diem rate will not be paid. (Refer to [www.gsa.gov](http://www.gsa.gov) for Federal per diem rates.)

Lodging will be reimbursed at a reasonable amount as approved on the "Travel/Conference/Workshop Request" form available on the District website or in your building main office and must be receipted. The reasonable nightly rates for lodging expense reimbursement for the 2023-24 year are:

up to \$107 for small city areas - i.e., Binghamton up  
to \$114 for large city and resort areas - i.e., Albany  
from \$169 up to \$258 - New York City

Costs for lodging which exceed the amount originally approved will not be paid. (Refer to [www.gsa.gov](http://www.gsa.gov) for Federal lodging rates.)

Specific instructions for obtaining conference attendance approval and reimbursement can be found on the "Travel/Conference/Workshop Request" form and the "Claim Form for Travel and Conference Expenses." Please submit this for any reimbursements due to you after attending the conference.

**NOTE:** The attached "Mileage Reimbursement Form" is to be utilized for District travel other than that related to conference attendance. The form must be submitted by the 20th of each month for which reimbursement is requested. A District vehicle must be requested first for out of District travel.

LT:rp

OFFICE USE ONLY:	VENDOR # _____
AMOUNT PAID: _____	INVOICE # _____

**ECSD MILEAGE REIMBURSEMENT FORM**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ BUDGET CODE \_\_\_\_\_

APPROVED BY IMMEDIATE SUPERVISOR OR PRINCIPAL

**SUBMIT MONTHLY APPROVED FORM TO: ACCOUNTS PAYABLE – CBO – BLDG 11 – BUSH CAMPUS**

**\*Mileage not allowed “to and from home – conference days, snow days and holidays”**  
**Please refer to the district mileage chart for distances between school buildings**

MONTH: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

SUBMITTED BY (Signature ONLY): \_\_\_\_\_ DATE: \_\_\_\_\_

DATE	LOCATION TRAVELED FOR THE DISTRICT	TOTAL MILES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

TOTAL MILES \_\_\_\_\_ x .67 = \_\_\_\_\_ (BEGINNING 1/1/2024)

GOOGLE Mileage between schools chart - EFFECTIVE NOVEMBER 1, 2019					
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[illegible]

MILEAGE CODES:		Mileage from Elmira to:
1	100	100
2	200	200
3	300	300
4	400	400
5	500	500
6	600	600
7	700	700
8	800	800
9	900	900
10	1000	1000
11	1100	1100
12	1200	1200
13	1300	1300
14	1400	1400
15	1500	1500
16	1600	1600
17	1700	1700
18	1800	1800
19	1900	1900
20	2000	2000
21	2100	2100
22	2200	2200
23	2300	2300
24	2400	2400
25	2500	2500
26	2600	2600
27	2700	2700
28	2800	2800
29	2900	2900
30	3000	3000
31	3100	3100
32	3200	3200
33	3300	3300
34	3400	3400
35	3500	3500
36	3600	3600
37	3700	3700
38	3800	3800
39	3900	3900
40	4000	4000
41	4100	4100
42	4200	4200
43	4300	4300
44	4400	4400
45	4500	4500
46	4600	4600
47	4700	4700
48	4800	4800
49	4900	4900
50	5000	5000
51	5100	5100
52	5200	5200
53	5300	5300
54	5400	5400
55	5500	5500
56	5600	5600
57	5700	5700
58	5800	5800
59	5900	5900
60	6000	6000
61	6100	6100
62	6200	6200
63	6300	6300
64	6400	6400
65	6500	6500
66	6600	6600
67	6700	6700
68	6800	6800
69	6900	6900
70	7000	7000
71	7100	7100
72	7200	7200
73	7300	7300
74	7400	7400
75	7500	7500
76	7600	7600
77	7700	7700
78	7800	7800
79	7900	7900
80	8000	8000
81	8100	8100
82	8200	8200
83	8300	8300
84	8400	8400
85	8500	8500
86	8600	8600
87	8700	8700
88	8800	8800
89	8900	8900
90	9000	9000
91	9100	9100
92	9200	9200
93	9300	9300
94	9400	9400
95	9500	9500
96	9600	9600
97	9700	9700
98	9800	9800
99	9900	9900
100	10000	10000

**Mileage from Elmira to:**

[illegible]