EXAMPLE #1

Home to Primary Work Site
(McEvoy) = 15 **miles**
x 2 **(return trip home)**
30 **miles (round trip mileage)**

MILEAGE EXPENSES ONLY

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles

No form needed because this
is all deductible mileage.

Home

15 miles

Primary Work Site (McEvoy)

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: **http://busoff.ocmboces.org/forms.cfm**

TOTAL MILEAGE _____

RATE PER MILE X ___$.445___

TOTAL MILEAGE EXPENSES $_____
(enter total on front)

revised: 01/01/06

EXAMPLE #2

MILEAGE EXPENSES ONLY

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles
12/22	Home	McEvoy	Primary Work Site	15		
12/22	McEvoy	Marathon DO	Meeting w/Supt	10		
12/22	Marathon DO	Home		20		
			Total	45	30	15
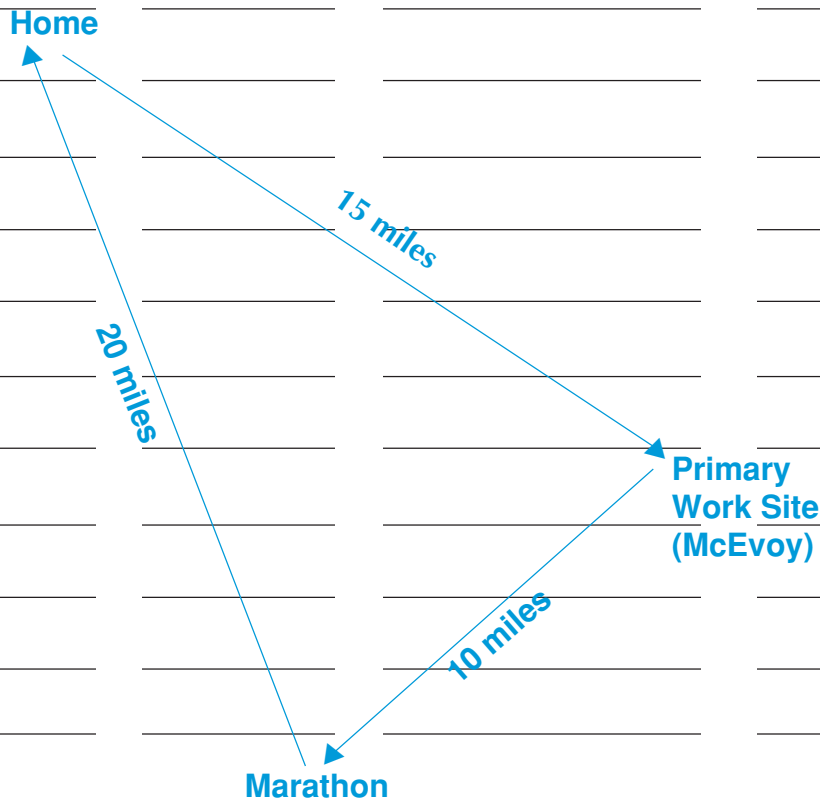
Home

15 miles

20 miles

Primary Work Site (McEvoy)

10 miles

Marathon

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: **http://busoff.ocmboces.org/forms.cfm**

TOTAL MILEAGE _____ **15** _____

RATE PER MILE X **$.445**

TOTAL MILEAGE EXPENSES $ **6.68**
(enter total on front)

revised: 01/01/06

EXAMPLE #3

MILEAGE EXPENSES ONLY

Home to Primary Work Site
(Henry)   =   30   miles
x   2   (return trip home)
60   miles (round trip mileage)

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles
12/23	Home	Henry Ctr.	Primary Work Site	30		
12/23	Henry	McEvoy	Admin Council Mtg.	40		
12/23	McEvoy	Home		12		
			Total	82	60	22
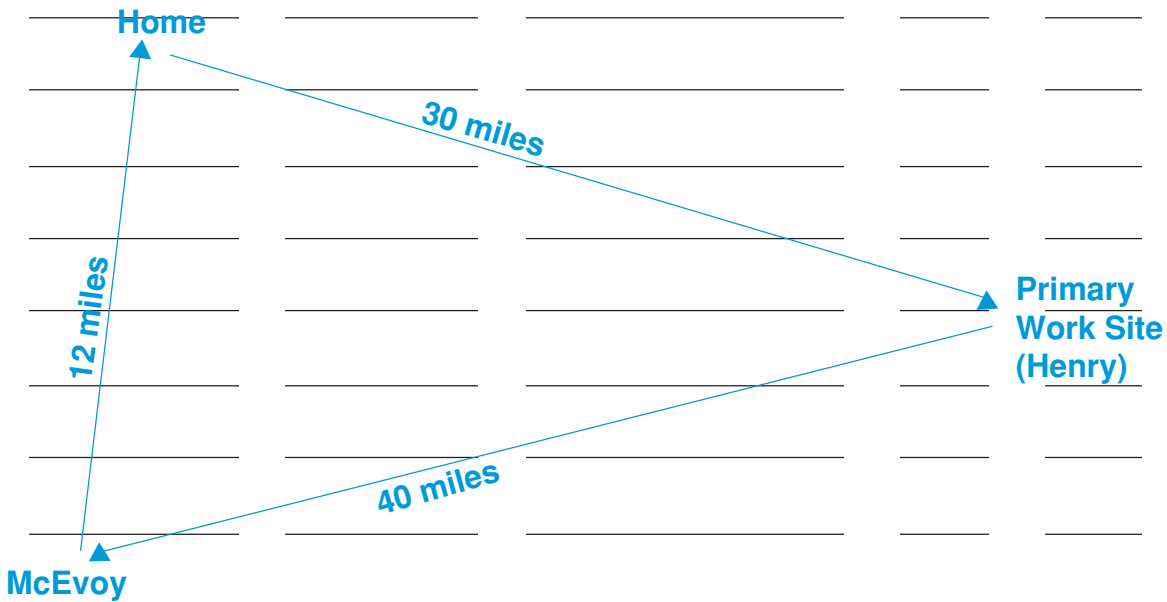
Home

30 miles

12 miles

Primary Work Site (Henry)

40 miles

McEvoy

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: http://busoff.ocmboces.org/forms.cfm

TOTAL MILEAGE _____ **22** _____

RATE PER MILE X $.445 _____

TOTAL MILEAGE EXPENSES $ _____ **9.79** _____
(enter total on front)

EXAMPLE #4

MILEAGE EXPENSES ONLY

Home to Primary Work Site
(CTC)   =   11   miles
**   x   2   (return trip home)**
**   22   miles (round trip mileage)**

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles
12/20	Home	CTC	Primary Work Site	11		
12/20	CTC	Solvay HS	Program Visit	15		
12/20	Solvay HS	Kasson Rd	Meet w/Supervisor	12		
12/20	Kasson Rd	Henry Ctr	Cabinet Mtg.	20		
12/20	Henry Ctr	Home		18		
			Total	76	22	54
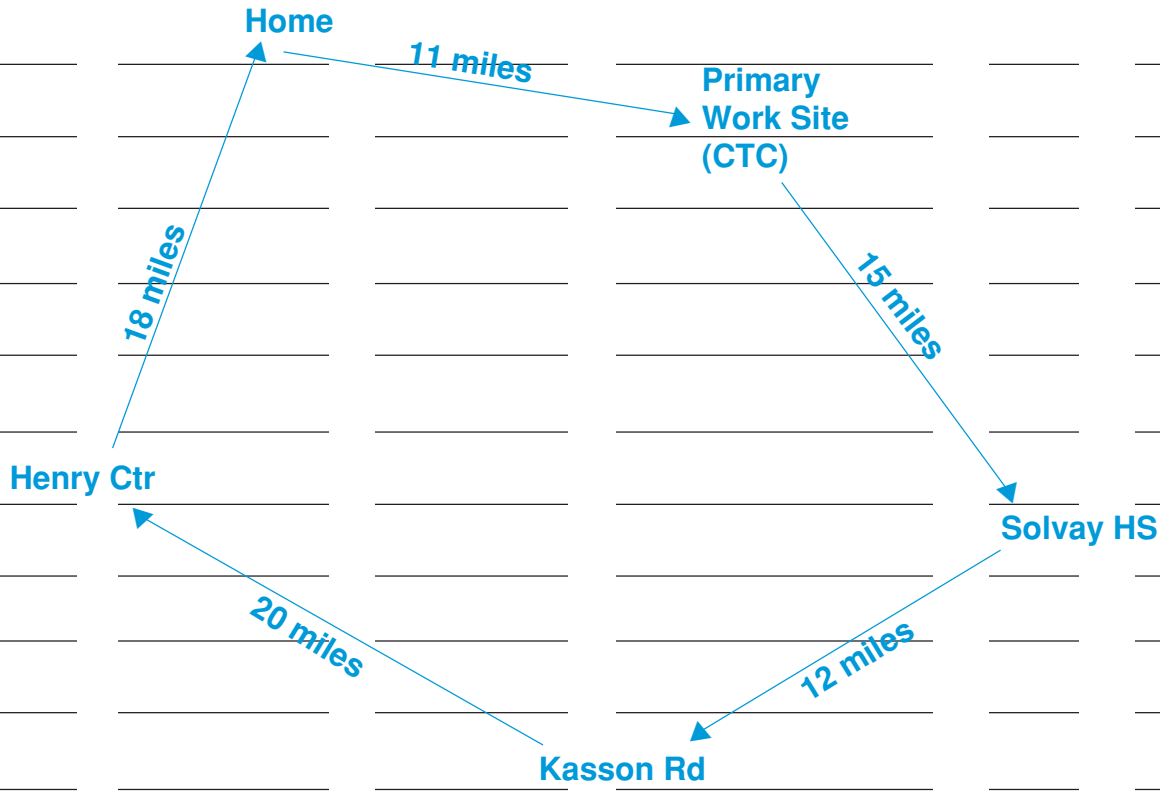
Home
11 miles
Primary Work Site (CTC)
18 miles
15 miles
Henry Ctr
Solvay HS
20 miles
12 miles
Kasson Rd

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: **http://busoff.ocmboces.org/forms.cfm**

TOTAL MILEAGE _____54_____

RATE PER MILE X $.445

TOTAL MILEAGE EXPENSES $ **24.03**
(enter total on front)

revised: 01/01/06

EXAMPLE #5

MILEAGE EXPENSES ONLY

Home to Primary Work Site
(Henry) = 20 miles
x 2 (return trip home)
40 miles (round trip mileage)

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles

No form needed because total actual roundtrip miles traveled is less than deductible mileage.

Home — — — — — 20 miles — — — — — → Primary Work Site (Henry)

12 miles

Syracuse City SD

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: **http://busoff.ocmboces.org/forms.cfm**

TOTAL MILEAGE _____

RATE PER MILE X **$.445**

TOTAL MILEAGE EXPENSES $_____
(enter total on front)

revised: 01/01/06

EXAMPLE #6

Home to Primary Work Site
(CTC)   =   16   miles
**   x   2   (return trip home)**
**   32   miles (round trip mileage)**

MILEAGE EXPENSES ONLY

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles
12/13	Home	Albany	SED Workshop	100		
12/14	Albany	Albany	Travel from hotel to conference site	8		
12/15	Albany	Home		100		
			Total	208	32	176

Home – – – – – – – 16 miles – – – – – – → **Primary Work Site (CTC)**

100 miles

Albany

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: **http://busoff.ocmboces.org/forms.cfm**

TOTAL MILEAGE _____ **176** _____

RATE PER MILE X   **$.445**

TOTAL MILEAGE EXPENSES $ **78.32**
(enter total on front)

revised: 01/01/06

EXAMPLE #7

Home to Primary Work Site
(Henry) = **12 miles**
x **2 (return trip home)**
24 miles (round trip mileage)

Date	Start Location	End Location	Reason for Trip please be specific	Total Miles	Deductible Miles	Reimbursable Miles
12/16	Home	Henry	Primary Work Site	12		
	Henry	West Genesee Dist. Off.	Mtg w/Bus. Admin.	15		
	West Gen.	Henry	Return to Office	15		
	Henry	Home		12		
			Total	54	24	30
	Home					

Home

12 miles

Primary Work Site (Henry)

15 miles

West Genesee District Office

OCM BOCES employees are expected to drive roundtrip from their homes to their primary work site each day without reimbursement. This is defined as the employee's "deductible mileage." Any mileage in excess of this "deductible mileage" is reimbursable.

Examples are available at: **http://busoff.ocmboces.org/forms.cfm**

TOTAL MILEAGE _____ **30**

RATE PER MILE X **$.445**

TOTAL MILEAGE EXPENSES $ **13.35**
(enter total on front)

revised: 01/01/06