



## West Genesee Central School District Mileage Chart

Location		1	2	3	4	5	6	7	8	9	10	11
District Office	<b>1</b>	X	1.0	X	4.5	2.0	3.0	4.5	X	16.0	10.5	10.0
WG High School	<b>2</b>	1.0	X	1.0	4.5	1.5	2.0	3.5	1.0	16.0	10.5	10.0
WG Middle School	<b>3</b>	X	1.0	X	4.5	2.0	3.0	4.5	X	16.0	10.5	10.0
Camillus Middle School	<b>4</b>	4.5	4.5	4.5	X	3.5	6.5	8.0	4.5	19.5	15.0	13.5
East Hill Elementary	<b>5</b>	2.0	1.5	2.0	3.5	X	3.5	5.0	2.0	17.5	12.0	11.5
Onondaga Road Elementary	<b>6</b>	3.0	2.0	3.0	6.5	3.5	X	1.5	3.0	15.5	10.0	9.0
Split Rock Elementary	<b>7</b>	4.5	3.5	4.5	8.0	5.0	1.5	X	4.5	17.0	11.5	10.5
Stonehedge Elementary	<b>8</b>	X	1.0	X	4.5	2.0	3.0	4.5	X	16.0	10.5	10.0
BOCES – Thompson Rd.	<b>9</b>	16.0	16.0	16.0	19.5	17.5	15.5	17.0	16.0	X	5.5	7.0
BOCES – Elwood Davis Road	<b>10</b>	10.5	10.5	10.5	15.0	12.0	10.0	11.5	10.5	5.5	X	4.0
Downtown – Common Center	<b>11</b>	10.0	10.0	10.0	13.5	11.5	9.0	10.5	10.0	7.0	4.0	X

### Mileage Claim Filing Procedures

All claims for mileage, other than travel to and from conferences, should be filed on the proper District mileage claim form. The mileage chart above is to be used for travel between those locations indicated. Mileage associated with a conference trip is to be reported on the conference expense claim form.

All claims for mileage reimbursement should indicate the date of travel, place of origination and destination, and purpose of trip. You may indicate “and return” in the “TO” column of the claim form if the trip is to the original starting point, occurs on the same day, and there are no intervening trips. Claims lacking the required information will be returned.

Claims for mileage reimbursement are not to be submitted more than once a month. However, in order to properly close the District’s financial records, any claim for expense reimbursement must be submitted within 15 days (July 15) of the end of the school fiscal year in which the expense was incurred.