

QUICK GUIDE TO GENERAL MILEAGE REIMBURSEMENT

Employees may be reimbursed for using their personal vehicle for travel, either between school buildings when their schedule requires them to be at more than one building during a day, or when they travel to a meeting or training opportunity either in or out of Cambridge.

If an employee is driving as part of their participation in a professional development program or conference, procedures for Travel expense reimbursement should be followed. Please see the “Professional Travel Overview” section of this guide for more information.

How to submit a General Mileage Reimbursement

1. Complete a **Standard Requisition** form to identify the funds that will be used to reimburse the cost of travel. This requisition must be signed by the budget administrator. If you travel frequently, we recommend submitting a requisition to cover the year.
2. Complete a **Mileage Reimbursement Log**, available on the CPS website. This form must be signed by your direct supervisor.
 - Use the **District-wide Mileage Chart**, available on the CPS website and in the appendix below, when calculating mileage entries from school to school within the district
 - For locations that are not included in the **District-Wide Mileage Chart**, travel is calculated from the employee’s beginning location to the destination and back using an online mapping tool such as MapQuest or Google Maps. Please include a printout of your route with your reimbursement paperwork, showing both the total mileage and map. Please use the exact mileage shown, and do not round up or down.
3. Your **Standard Requisition, Mileage Reimbursement Log, map printout** and any additional documentation must be submitted to the Purchasing Department to process the reimbursement.

Teachers/Staff Who Travel between CPS School Buildings

For teachers or other staff whose position requires regular travel between schools, Budget Administrators should complete the following steps:

- Submit a **Standard Requisition** at the start of the fiscal year for the expected annual expense for that teacher.
- Once per month, the teacher/staff member will submit a **Mileage Reimbursement Log** form to their administrator for approval, who then sends it to the Accounts Payable Dept. for processing.

APPENDIX: DISTRICT WIDE MILEAGE CHART

DISTRICT WIDE MILEAGE CHART

School	ADMINISTRATION (135 Berkshire)	AMIGOS (15 Upton)	BALDWIN (28 Sacramento)	CAMBRIDGEPORT (79 Elm)	CRLS (469 Broadway)	FLETCHER-MAYNARD (225 Windsor)	GRAHAM & PARKS (44 Linnaean)	HAGGERTY (110 Cushing)	HSEP (359 Broadway)	KENN-LONG (158 Spring)	KING, PUTNAM AVE UPPER 100 & 102 PUTNAM AVE	KING OPEN, CSUS (840 & 850 Camb St)	MAYNARD ECOLOGY CENTER (650 Concord)	MORSE (40 Granite)	PEABODY, RINDGE AVE UPPER (70 Rindge)	TOBIN, MONTESSORI, VASSAL LANE UPPER (197 Vassal)
ADMINISTRATION (135 Berkshire)		1.3	1.9	0.7	1.2	0.6	2.3	3.7	0.9	0.4	2.1		3.4	2.3	2.5	3.2
AMIGOS (15 Upton)	1.3		1.8	1.1	1.2	1.0	2.1	3.1	0.8	1.8	0.9	1.3	3.7	0.5	3.0	3.2
BALDWIN (28 Sacramento)	1.9	1.8		2.0	1.0	2.0	1.0	3.0	1.5	2.3	1.7	1.9	2.3	2.7	1.5	1.8
CAMBRIDGEPORT (79 Elm)	0.7	1.1	2.0		1.0	0.3	2.1	3.7	0.7	1.0	1.6	0.7	3.3	2.0	2.8	2.7
CRLS (469 Broadway)	1.2	1.2	1.0	1.0		1.0	1.2	2.6	0.4	1.7	0.7	1.2	2.3	1.7	1.9	1.8
FLETCHER-MAYNARD (225 Windsor)	0.6	1.0	2.0	0.3	1.0		2.3	3.7	0.6	0.9	1.5	0.6	3.4	1.5	2.6	3.0
GRAHAM & PARKS (44 Linnaean)	2.3	2.1	1.0	2.1	1.2	2.3		2.0	1.8	2.7	2.0	2.3	1.6	2.6	1.1	1.1
HAGGERTY (110 Cushing)	3.7	3.1	3.0	3.7	2.6	3.7	2.0		3.1	4.2	3.0	3.7	1.6	3.2	2.7	1.4
HSEP (359 Broadway)	0.9	0.8	1.5	0.7	0.4	0.6	1.8	3.1		1.3	0.8	0.9	2.8	1.4	2.4	2.6
KENN-LONG (158 Spring)	0.4	1.8	2.3	1.0	1.7	0.9	2.7	4.2	1.3		2.3	0.4	3.8	3.0	2.9	3.8
KING, PUTNAM AVE UPPER 100 & 102 PUTNAM AVE	2.1	0.9	1.7	1.6	0.7	1.5	2.0	3.0	0.8	2.3		2.0	3.1	1.2	2.6	2.9
KING OPEN, CSUS (840 & 850 Camb St)		1.3	1.9	0.7	1.2	0.6	2.3	3.7	0.9	0.4	2.0		3.4	2.3	2.5	3.2
MAYNARD ECOLOGY CTR (650 Concord)	3.4	3.7	2.3	3.3	2.3	3.4	1.6	1.6	2.8	3.8	3.1	3.4		3.8	3.4	0.7
MORSE (40 Granite)	2.3	0.5	2.7	2.0	1.7	1.5	2.6	3.2	1.4	3.0	1.2	2.3	3.8		3.3	3.3
PEABODY, RINDGE AVE UPPER (70 Rindge)	2.5	3.0	1.5	2.8	1.9	2.6	1.1	2.7	2.4	2.9	2.6	2.5	3.4	3.3		1.9
TOBIN, MONTESSORI, VASSAL LANE UPPER (197 Vassal)	3.2	3.2	1.8	2.7	1.8	3.0	1.1	1.4	2.6	3.8	2.9	3.2	0.7	3.3	1.9	

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