

Personnel

SUBJECT: MILEAGE REIMBURSEMENT

All District personnel will be reimbursed at the IRS mileage rate for any and all approved travel when a school vehicle is not assigned and a privately owned vehicle must be used.

In general, mileage shall be paid based on the difference between the round trip mileage from home to the Base Site and the total daily mileage, as follows:

Total Daily Mileage
- Round Trip from Home to Base Site
= Mileage Claimed

The Base Site shall be determined by the supervisor with input from the employee once the employee's schedule is set and may be different each day.

When traveling to more than one location each day, each location needs to be listed on a separate line of the mileage claim form so that the total calculation can be determined minus the Base Site round trip mileage.

Mileage claims shall be submitted to the employee's immediate supervisor for review and approval monthly (by the tenth of the following month) unless the employee is only claiming mileage for occasional meetings, home visits, etc. in which case mileage claims shall be submitted to the immediate supervisor by the last day of January for the first half of the fiscal year, and the first week of July for the second half of the fiscal year.

The same formula (that is subtracting the home-to-base-site round trip mileage) will be used for opening-day meetings, staff development days, or any other local workshops. Therefore, if the mileage to these sites is less than the home-to-base-site round trip mileage, mileage cannot be claimed for those days.

For approved conferences outside the local area, private car mileage will be reimbursed in the same manner.

Adopted: 8/05/96

Revised: 7/6/98; 8/27/01; 2/23/04; 1/31/05