



Prospect Heights School District 23 Finance Committee Information Item

Date: February 28, 2022

Subject: Recommendation for Daily Stipend - SHIELD Test Delivery

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND:

Last month, a request was made for payment to an administrator who has been delivering SHEILD tests to Darien, Illinois on a daily basis, on their way home. While this was initially presented as a mileage reimbursement, IRS guidelines only allow for reimbursement of miles outside of the normal travel path to/from work.

In recognition of the staff member's willingness to commit to this daily trip in an effort to save District funds, we have been exploring our options to issue a payment that would be more in alignment with the mileage amount for the trip. Total mileage to Darien from the District office is 35.3 miles each way, 70.6 miles if we were to send another staff member mid-day, plus 4 tolls at \$1.90 each would be a total cost of \$48.91/day.

In speaking with our auditor, we have decided to offer a daily stipend in the amount of \$35/day to cover the costs associated with this travel. The funds would be paid to the administrator in their paycheck and would be subject to all standard deductions including Medicare, Social Security, Federal and State taxes. Should another staff member need to drop off the supplies outside of their contracted time, we would pay them the daily stipend for their trip.

CONCLUSION

Administration is seeking approval for the creation and payment of the COVID-19 Testing Travel Stipend through the end of the 2021-22 school year. The stipend is to be paid through ESSER III funds in the approximate total of \$5,000.