

~~3135 — MILEAGE REIMBURSEMENT FOR USE OF PRIVATE VEHICLES~~

~~The School Board recognizes the need for some school employees to use their own vehicles for school purposes regularly or occasionally. Personnel who incur expenses for official travel shall be reimbursed in accordance with the following guidelines at the official rate of reimbursement as periodically determined by the School Board.~~

General

- ~~1. All mileage claims must be logged on the School District's mileage log form.~~
- ~~2. Only those mileage claims submitted for reimbursement within sixty (60) days after they are incurred will be reimbursed.~~
- ~~3. No allowance will be made for mileage between an employee's residence and his/her work place for the first report to work and the first return home in any regular work day. A maximum of forty (40) miles, round trip, will be allowed from an employee's residence to a destination within the School District.~~
- ~~4. All reimbursement claims must be submitted on an expense voucher accompanied by a copy of the log covering the period for which the claim is made. The log must be complete with sufficient information included so that it is easily understandable. Logs will be returned to originator whenever information is incomplete.~~
- ~~5. On trips from school location to school location, mileage claimed may be based on actual odometer readings (not trip counter readings). If the actual odometer readings are not provided, the District's mileage chart must be used.~~
- ~~6. No claims for reimbursement shall be paid unless the claimant provides evidence of maintaining adequate insurance coverage.~~

Specific

~~Mileage may be claimed when the employee:~~

- ~~1. Performs visits to pupil residence for parent/guardian consultation.~~
- ~~2. Attends meetings called by the administration.~~
- ~~3. Performs work at a second location in any one work day.~~
- ~~4. Returns a sick student to the student's residence.~~
- ~~5. Attends evening events such as P.T.A. meetings, citizen committee meetings, School Board or School Board Committee meetings, but only if the employee is officially asked to be present or has an official duty to perform.~~
- ~~6. Attends in an official capacity (e.g., coach, assistant coach, assigned administrator) an extra- or co-curricular event.~~
- ~~7. Responds to emergency situations during normal non-work hours.~~
- ~~8. Is required to visit various agencies, business establishments, banks, and other related areas for business or instructional reasons.~~

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~~06-20-1995~~

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