

MILEAGE REIMBURSEMENT FORM
(NOT FOR OVERNIGHT STAY)

MILEAGE REIMBURSEMENT - TRAVEL EXPENSE GUIDELINES

Mileage Reimbursement Rate - Employees who use their own vehicles on school business, shall be reimbursed at the Federal allowable rate. In cases of excessive wear on a the employee's vehicle, as determined by the Superintendent, an additional reimbursement rate may be added to the mileage rate upon approval by the Central Office

This *Mileage Reimbursement Form* must be completed and submitted quarterly.

All District personnel required to travel within the School District are eligible for reimbursement upon approval by their immediate supervisor, based on the following procedures:

1. Employees required to travel by the nature of their job description will be reimbursed upon completion of the *Mileage Reimbursement Form*.
2. Other employees required to travel on school-related business will need written approval (TemporaryDuty Form or Mileage Reimbursement Form) for reimbursement.
3. The Board will not reimburse mileage traveled for school-sponsored activities unless prior approval is given.
4. Board-owned vehicles - Any necessary costs associated with repairs, gasoline, oil, etc., occurring while employees are on approved school business will be reimbursed when substantiated by a receipt.

Review/Revised 6/2024