COVINGTON INDEPENDENT PUBLIC SCHOOLS MILEAGE REIMBURSEMENT FORM

(NOT FOR OVERNIGHT STAY)
2024 Calendar Year Approved Rate .67 Cents/Mile

Account Number		Completed and	Submitted Quarterly
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	51	TOTAL MILES	
	1/1.	X .67 CENTS/MILE	2
	1/1)	Misc Expenses (attach receipt)	
	EDr.	TOTAL REIMBURSEMENT	
This is to certify as an employee	that the above represents the number of miles tra of the Covington Independent Public Schools.	veled during the period states above in cor	nnection with my duties
Print Name		Location	
Signature		Date	
Signature: Princ	ipal/Supervisor		Revised 6/2024

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*.
- Other employees required to travel on school-related business will need written approval (TemporaryDuty Form or Mileage Reimbursement Form) for reimbursement.
- The Board will not reimburse mileage traveled for school-sponsored activities unless prior approval is given.
- 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.

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Review/Revised 6/2024