

MILEAGE REIMBURSEMENT PROCEDURE

Staff designated as 'traveling' staff:

Mileage Compensation

Designated District staff will be compensated for mileage related to the performance of assigned duties that require travel between District buildings. Mileage expenses will be reimbursed to those staff using privately owned vehicles while engaged in District business. The mileage rate will be determined by the current federal and state rates.

Computation of Other Related Travel Compensation

Mileage incurred that is outside the normal scope or assignment of a staff member will be considered Business mileage. This includes, but may not be limited to, training, professional development, department/staff meetings, special team meetings, etc. Staff will compute mileage from the point of departure to the point of return for business related travel and reimbursement. The point of departure and point of return could be an employee's home or an assigned school.

Examples:

- (1) Employee leaves home to travel to an all day conference/training/department meeting, etc. and returns home. All mileage is business mileage.
- (2) Employee works at his first site and then leaves to attend a conference/training/department meeting, etc. and will travel home from training. Mileage from worksite to meeting site and return to home would be business mileage.
- (3) Employee works at his first site and then leaves to attend a conference/training/department meeting, etc. and returns to assigned site after training ends to continue regular tasks. Mileage from worksite to meeting site and return mileage to worksite would be business mileage.

** Mileage claims shall be submitted on the prescribed form to the Business Services of each month