

MILEAGE ALLOWANCE

Certain certificated and classified assignments require the use of a personal automobile for transportation within and outside the school district. A list of names of the employees filling these assignments and who will be provided a monthly allowance will be submitted annually to the Board of Education for approval.

1. Intra-district travel will be reimbursed for those authorized employees who drive daily routes from school to school or whose assignment includes the supervision of students in training programs or at job sites. Approved employees will submit odometer readings monthly. This shall be recorded on the Mileage Allowance Expense Claim and shall reflect mileage from school/site to point of supervision. Payment shall be made at the then current Internal Revenue Service (IRS) and/or General Services Administration (GSA) allowable rate, which can be found on the GSA website at <http://www.gsa.gov/portal/category/100000>
2. Inter-district travel for authorized employees will require odometer readings from work site to destination and return and will be reimbursed at the then current Internal Revenue Service (IRS) and/or General Services Administration (GSA) allowable rate, which can be found on the GSA website at: <http://www.gsa.gov/portal/category/100000>
3. For authorized employees who have a consistent weekly travel itinerary, two months of documented mileage may be used to calculate the monthly payment for mileage for the remainder of the months in the school year upon approval of the Chief Business Officer.

MILEAGE ALLOWANCE FORM [AR 3350.2(a)]

1. Submit the completed form to immediate supervisor for approval/signature. Supervisor will forward the paperwork to the Purchasing/Warehouse Department for processing.

Revised: September 24, 2014

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(Replaces: AR 4133-c Policy Statement – Transportation)

(Revised: July 1998)

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