



## Mileage Procedure

Mileage for work related travel by employees in personal vehicles will be reimbursed at the approved IRS mileage rate. An employee seeking mileage reimbursement must file a mileage claim form. Claim forms must be maintained and submitted at a minimum of twice per year. Mileage for the period of July 1-December 31 is due to the business office by January 15th and mileage for the period of January 1-June 30 is due to the business office by July 15th.

Reimbursable mileage includes any actual and necessary travel expenses to conferences, inter-building travel, and use of a vehicle in the performance of a school district function. Costs incurred in commuting from home to the usual place of work are not reimbursable.

**Mileage claims must be calculated using the district mileage excel form located on the Staff Resources page of the website. Handwritten forms are not acceptable.** For travel between district buildings, the approved mileage amounts are pre-populated in the form. If you are traveling out of the district, a computerized printout from Mapquest showing the distance traveled from the starting location to the ending location must be attached to the claim form that is submitted. All submissions should also have an employee attendance report attached. An attendance report can be obtained from the building secretary.