

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

FISCAL MANAGEMENT

EXPENDITURES

SALARY AND PAYROLL MANAGEMENT

EXPENSE REIMBURSEMENT – REIMBURSEMENT OF MILEAGE

671.21

The reimbursement of mileage incurred as a result of school employees or School Board Members utilizing their personal vehicles for approved school business, shall be paid at the Internal Revenue Service standard mileage rate. See payment schedule below.

Note: Carpooling is required, whenever possible.

Submit a Travel Expense Reimbursement Form with required receipts and required documents which are listed below. Failure to provide required documents will delay your reimbursement.

| Situation | Reimbursement | Required Documents |
|--|---|---|
| Requested a school vehicle, none available | | |
| - leave/return school | Reimburse for round trip from school to/ from location. | Mapquest (or similar site) print out of mileage using shortest route; “No Vehicle” slip from Deb. |
| - leave/return home | Reimburse for round trip distance from school to/ from location or home to/ from location, whichever is less. | Mapquest (or similar site) print out of mileage using shortest route; “No Vehicle” slip from Deb. |
| - leave school/return home | Reimburse for round trip distance from school to/ from location or school to location to home, whichever is less. | Mapquest (or similar site) print out of mileage using shortest route for both measurement trips; “No Vehicle” slip from Deb situations. |
| - leave home/return school | Reimburse for round trip distance from school to/ from location or home to location to school, whichever is less. | Mapquest (or similar site) print out of mileage using shortest route for both measurement trip situations; “No Vehicle” slip from Deb. |
| School vehicle not requested, choose to use personal vehicle – follow the schedule above for each situation | Reimbursed following the schedule above, but at only 50% of the IRS standard mileage rate | Follow the schedule above for each situation |
| Situation | Reimbursement | Required Documents |
| Preapproved use of personal vehicle ** | | |
| - leave/return school | Reimbursed for round trip from school to/ from location. | Mapquest (or similar site) print out of mileage using shortest route. |
| - leave/return home | Reimbursed for round trip distance from school to/ from location or home to/ from location (less usual round trip commute miles from home to school), whichever is less. | Mapquest (or similar site) print out of mileage using shortest route and print out of mileage for usual commute route. |

| | | |
|---|--|---|
| - leave school/return home | Reimbursed for round trip distance from school to/ from location or school to location to home (less usual commute miles from home to school). | Mapquest (or similar site) print out of mileage using shortest route for both measurement trip situations and print out of mileage for usual commute route. |
| - leave home/return school | Reimbursed for round trip distance from school to/ from location or home (less usual commute miles from home to school) to location to school. | Mapquest (or similar site) print out of mileage using shortest route for both measurement trip situations and print out of mileage for usual commute route. |
| Situation | Reimbursement | Required Documents |
| School vehicle not requested, choose to use personal vehicle. | Reimbursed for round trip distance from school to location or home to location (less usual round trip commute miles from home to school), whichever is less at 50% of the IRS standard mileage rate. | Mapquest (or similar site) print out of mileage using shortest route and print out of mileage for usual commute route. |

**Preapproval required by Superintendent; signature required on the Travel Expense Reimbursement Form.

First Reading of Updates: December 12, 2016

Second Reading/Approval of Updates: January 9, 2017

First Reading of Updates: November 13, 2017