



## MILEAGE REIMBURSEMENT

### A. Travel Expenses

Mileage Reimbursement Rate - Employees authorized by the superintendent to use their own vehicles on approved school business shall be reimbursed at the Federal allowable rate. In cases of excessive wear on vehicle an additional reimbursement rate may be added to mileage rate upon approval by Central Office.

All district personnel required to travel within the school district are eligible for reimbursement upon approval by immediate supervisor.

#### Procedures

1. The “Mileage Reimbursement Form” must be completed and submitted to Accounts Payable at least quarterly.
2. Employees required to travel by the nature of their job description will be reimbursed upon completion of a “Mileage Reimbursement Form”.
3. Employees required to travel out of the District, for the day, will complete a Mileage Reimbursement Form upon returning to the District.
4. Employees required to travel on school related business, requiring an overnight stay, will need to complete and submit a Temporary Duty Form before traveling. A Request for Reimbursement Form will need to be submitted upon returning from an overnight Temporary Duty. (Both of these forms can be found on the CIPS website.)