

## **ARTICLE 19 - MILEAGE**

- 19.1 Mileage reimbursement for use of privately owned automobiles for travel on school business shall be authorized for specific classified employees subject to approval in each instance by the Board of Education. Such authorization shall be recommended by the Superintendent to the Board of Education. Allowances for such uses shall be based upon actual miles traveled on official school business. The actual rate per mile shall be the rate accepted by the Internal Revenue Service of the United States Government, and shall automatically be adjusted upward or downward in compliance with IRS policy following the final determination by the IRS.
- 19.2 School business mileage is defined as that mileage which accrued in any one day in the performance of the daily work schedule. Such mileage shall be calculated from the regular headquarters of the employee to his various destinations, and return to such regular headquarters. Reimbursement for school business mileage shall be made at the rate accepted by the Internal Revenue Service of the United States Government and shall automatically be adjusted upward or downward in compliance with IRS policy following the final determination by the IRS.
- 19.3 Each employee authorized for reimbursement shall complete a MILEAGE REIMBURSEMENT REQUEST form on the last working day of each calendar month. This form shall include a daily record of miles traveled on school business, whether the miles were in or out of district, request for additional mileage allowance for heavy hauling, if applicable, signature of the employee, and the approval signature of the immediate supervisor. On the first workday of each calendar month, the request shall be forwarded to the Accounting Department in the Division of Business Services for processing and payment.