

**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 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 location or home to 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 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 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.
Situation	Reimbursement	Required Documents
Preapproved use of personal vehicle **		
- leave/return school	Reimbursed for round trip from school to location.	Mapquest (or similar site) print out of mileage using shortest route.
- leave/return home	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.	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 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 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
Second Reading/Approval of Updates: December 11, 2017