

Payment for In-District Mileage

Employees may be reimbursed for use of their own vehicles when performing district business.

1. Authorized Certificated and Classified Employees

- 1.1 All mileage claimed for reimbursement must be documented on the monthly claim forms.
- 1.2 Mileage will be paid at the Internal Revenue Service (IRS) rate to eligible certificated and classified employees from the first mile claimed.
- 1.3 Travel from an employee's home to his/her work station and the return trip home is not eligible to be claimed.

2. Superintendent Travel

Travel reimbursement for the superintendent is contracted with the board.

3. Collision Insurance Reserve Fund

The district shall establish and maintain a five thousand dollar (\$5,000) reserve fund to self-insure employee's automobile for collision deductible payment.

This reserve fund shall apply to employee use of private vehicles for both in-district and out-of-district travel.

- 3.1 The district may pay the deductible portion of an employee's automobile collision insurance in the event of an accident.
- 3.2 The employee must have been using her/his vehicle while on district business.
- 3.3 The employee must be found faultless in the accident.
- 3.4 The maximum payment allowable shall be five hundred dollars (\$500) per occurrence.

The board directs the superintendent to prepare appropriate regulations to implement this policy.

Cross References:

(cf.: 6530 – Insurance)

(cf.: 6535 – Student Insurance)

(cf.: 6540 – Vandalism and School District's Responsibility for Privately-owned Property)

Adoption Date:

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