



May 15, 2007

**ADMINISTRATIVE MEMORANDUM NUMBER THIRTY-FIVE**  
**MILEAGE REIMBURSEMENT**

The district's program for mileage reimbursement provides that all employees who are required by school or district assignment to utilize their own personal vehicles in the performance of school or district functions are entitled to be reimbursed at a predetermined rate per mile.

In an effort to introduce more consistency in mileage reimbursement practices, the following regulations are provided:

A. GENERAL

1. A completed and signed mileage voucher must be submitted to the principal or immediate supervisor. The voucher must include social security number or employee ID number, odometer readings, and complete route information on each trip. If the routing is identical to a previous trip on the same voucher, odometer readings need not be repeated.
2. Vouchers must be carefully reviewed for accuracy by the employee before signing. Claims in excess of the amounts actually reimbursable may subject an employee to disciplinary action. The employee's signature certifies that the claim is accurate and in accordance with district regulations.
3. Vouchers must be submitted to the Payroll Department no later than the end of August following the fiscal year in which the miles were driven.
4. Mileage outside of the state or more than 350 miles round trip may not be claimed on mileage vouchers without prior approval by a member of the superintendency.
5. Mileage accumulated in travel from residence to the place of employment, or from employment to the place of residence is not eligible for reimbursement, unless a second trip is required (by specific assignment or by job requirement) outside of the normal 40-hour workweek. Generally, a trip from home to work on a non-working day for the purpose of "cleaning up" one's desk would not qualify for mileage reimbursement. However, necessary weekend or holiday work caused by an upcoming deadline, etc. would qualify for mileage reimbursement.
6. Mileage is not reimbursable for participation in workshops for which a stipend is paid. Stipends will be calculated to include a mileage consideration.

7. A contract employee assigned to more than one work station may claim reimbursement for actual mileage traveled between the various locations. An hourly employee working at more than one location may not claim mileage from one location to another, unless he/she is in one job with multiple locations.

B. INDIRECT ROUTINGS TO AND FROM WORK STATION

Employees who, in a required job-related function, must take an indirect route to or from their regular work station, may claim the excess mileage caused by the indirect routing. For example, a psychologist stationed at West Kearns Elementary School lives on the east bench and makes a necessary stop at the district office on the way to work. If the normal trip is 16 miles, but by stopping at the district office the trip becomes 18 miles, the additional two miles may be claimed as reimbursable mileage. The trip from the district office to West Kearns may not be claimed.

C. COORDINATION WITH RELATED GUIDELINES

This memorandum is intended to coordinate with Administrative Memorandum 15, Conference Attendance and Business Travel Guidelines. In all instances, employees and supervisors should evaluate alternatives to determine the most cost-effective and reasonable travel arrangements.

/s/

Dr. Stephen F. Ronnenkamp  
Superintendent