

WILSONA SCHOOL DISTRICT MILEAGE REIMBURSEMENT PROCEDURES

The Mileage Reimbursement Form (Appendix A) is required for reimbursement of miles traveled in your personal vehicle (not district owned vehicles) for School Business not requiring a conference request form, i.e. meetings, and home school assignments. For Conference reimbursements, please see Board Policy 4133.

Reimbursements will be paid once monthly. Reimbursement forms may be submitted multiple times during the month, as applicable.

The deadline to submit your mileage request to the Business Department is the 10th of the month following that in which the mileage was driven. If request is received after the deadline mileage will not be accepted or processed.

Use the current Mileage Reimbursement Form (Appendix A) and follow the guidelines below:

- Be sure all information is complete and legible, including the funding string.
- Indicate purpose of travel (i.e. meeting name/topic, assignment).
- Form must be signed by employee and supervisor.
- Form must have correct funding source.
- Note that each segment of your trip must be separated into different trips. Travel to a location is one trip (Trip A). Returning is a separate trip (Trip B).
- Form must be accompanied with a printout of all travel directions (i.e. Mapquest).
- If travel is from home to school business (i.e. training, etc.), the miles from home to work will be deducted from the total distance to the school business location. Calculations will be verified and adjusted appropriately. (Ex. – You travel 20 miles to work roundtrip. You attend a training and travel from home to the training and back home. Your travel for that training was 120 miles roundtrip. 20 miles of your usual daily travel to work will be deducted and you will be reimbursed for the 100 miles you traveled).
- Form should be forwarded to the Business Department for approval and processing.

Payment will be at the current IRS Standard Mileage Rate.

The Business Department will notify you when your check is ready for pick up at the District Office. You must sign that you have received your check. There are no exceptions.

If you have any questions, contact the Business Department at the District Office.