

BUSINESS MILEAGE INFORMATION

Business related mileage for the District is reimbursable under the following conditions:

- Requests for reimbursement are to be submitted on the Monthly Mileage Report form. The report must be approved by the Department Head or Principal. Parking receipts are required for reimbursement. Incomplete reports will be returned.
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- Mileage will be reimbursed at the Board approved rate according to the published Internal Revenue Service rate per mile.
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- Mileage will be reimbursed during the fiscal year it was incurred. (The fiscal year runs from July 1 to June 30, unlike the calendar or school year.) Forms must be submitted to the Business Manager's Office within 120 days of travel. All travel during the months of May and June must be submitted by June 30th to be reimbursed within the current fiscal year.
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- Monthly Mileage Reports submitted after the deadlines stated above will not be reimbursed.