

**Regulation 401.07-R(1): Employee Travel Compensation - Administrative Regs.**

**Status:** ADOPTED

**Original Adopted Date:** 10/01/2021 | **Last Revised Date:** 09/16/2022 | **Last Reviewed Date:** 09/16/2022

The reimbursement rate for cost per mile will be set at the Internal Revenue Service standard mileage rate. It is the employee's responsibility to work with the building and/or transportation director to obtain a school vehicle to use for in or out of District travel. If a vehicle is not available and permission is given in advance, the employee can file for mileage reimbursement. This must be done within 45 days of the occurrence.

Employees required to travel in their personal vehicle between District buildings to carry out the duties of their position may be reimbursed at the current IRS rate per mile. Employees are paid for mileage that occurs only during teaching contract work hours and are not paid mileage to travel to the first assignment of the day or the last assignment of the day.

Coaches/sponsors are not paid mileage to travel to the location of practices and/or games.

---