

Mileage Reimbursement

Section A - Introduction

The Board of Education of District ~~will #225 believe that it is appropriate to~~ reimburse ~~employees members of the teaching staff for mileage~~ automobile expenses incurred when they are required to ~~drive/move from one location/school to another/the other~~ to fulfill the responsibilities of their assigned duties.

Section B - Intra-District Travel

Employees traveling from one building to another in their own vehicle within the school district to perform required work responsibilities ~~Teachers who are assigned to instruct in both high schools are eligible for mileage reimbursement for traveling in their own vehicle from their initial assignment in one building to a second instructional site. Mileage reimbursement will also be paid when it is necessary to return to the building where their initial teaching assignment occurs each morning for purposes of all-school faculty meetings, departmental meetings or any other meeting called or sanctioned by the building principal between the hours of 8:00 a.m. and 4:00 p.m. Travel between buildings will be reimbursed as follows:~~

	District Office	Glenbrook North	Glenbrook South	Glenbrook Off Campus	Transition Services
District Office		2.75	0.1	0.6	4.05
Glenbrook North	2.75		2.75	3.1	1.4
Glenbrook South	0.1	2.75		0.7	3.95
Glenbrook Off Campus	0.6	3.1	0.7		4.35
Transition Services	4.05	1.4	4.25	4.35	

Section C - Out of District Travel

Employees traveling from one location to another in their own vehicle to perform required work responsibilities ~~Teaching staff who are required to leave their assigned building to solicit and secure work opportunities for students enrolled in work/study programs and who must meet with employers who assist in evaluating the student's progress in the program~~ are eligible for mileage reimbursement. Beginning mileage must be calculated from the employee's regularly assigned workplace, not from the employee's place of residence. In the event that an employee is required to travel on a non-work day, the beginning mileage shall be calculated from the employee's residence. To receive mileage reimbursement for out of district travel, employees are required to submit supporting trip documentation to support the mileage being requested (e.g., online driving directions summary).

Section D - Submission of Mileage Reimbursement Request

Employees should submit mileage requests within 30 days of travel. All mileage requests must be submitted prior to the close of the fiscal year.

~~Teachers employed on a continuous school term basis and employees who must make home visitations are eligible for mileage reimbursement.~~

Section E

~~Mileage will be reimbursed~~ Reimbursed shall be at the standard optional rate published by the Internal Revenue Services ~~IRS rate~~ applicable on the date of travel.:

Approved: November 20, 1978
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Revised: TBD