

Mileage and Travel Reimbursement

The school district will reimburse teachers who travel between the buildings. A teacher's home base will be considered the building where they start the school day. Mileage will be paid at state rate one way. (See example below) A determination of mileage will be rated by administration when the schedule for the year has been made. Reimbursement will **monthly. Mileage sheets must be turned in to the business manager by the first of each month. The state rate on August 31 will be the rate paid for that school year.** Any other mileage reimbursement outside of the school day will only be paid with approval from administration before the travel occurs. This mileage will be reimbursed on a monthly basis paid after each monthly board meeting. Whenever possible, a school vehicle should be used when traveling for a school function. If any teacher chooses to drive their own vehicle without administrative approval they will not be reimbursed by the district.

Example – A teacher starts day in Oriska then drives to Buffalo, this teacher will be paid mileage one way from Oriska to Buffalo. If teacher starts day in Buffalo, then needs to go to Oriska, then Tower City to finish the day, this teacher would be paid mileage one way from Buffalo to Oriska and also one way from Oriska to Tower City.

End of Maple Valley School District Policy DCAD.....Revised: July. 11, 2017