

Central Consolidated Schools

Mileage Reimbursement

(effective 8/1/2012)(revised 8/1/2014)

In-District Mileage

In-district mileage is only granted when an individual is required to use a personal vehicle in conducting school/district business. Any individual whose job requires frequent travel within the district must take the on-line National Safety Council training and submit the certificate to the Transportation Department which will reimburse the employee for the tuition cost. Once this is in place, these employees will be expected to use a district vehicle whenever possible in the conduct of school/district business. For exceptions (individuals who do not have the safety course certificate and do not travel in-district frequently), the individual may submit an In-District Mileage Reimbursement form for reimbursement as long as a P.O. has been created for the travel. All reimbursement expenses will be charged to the school or department for which the travel was required.

Employees who use their personal vehicle and travel to different site as a normal part of their job must use the mileage reimbursement form but will be paid through Payroll to comply with IRS regulations regarding tax collection.

Out-of-District Mileage

The district regulations concerning out-of-district travel are specified on the back of the Travel Request Form. Again, whenever a district vehicle is available, it is expected that the individual will reserve and use a district car. If a vehicle is not available, the employee must include mileage on the Travel Request Form estimates (part C) and ensure that the P.O. will also cover any reimbursable mileage. Mileage cannot be claimed by those individuals to whom a vehicle is assigned.

Vehicle reservation (for those without a vehicle assignment)

Vehicles can be reserved with the Transportation Department through SchoolDude on the district's home webpage. Prior to making such a request, a P.O. must be created to cover all fuel charges. SchoolDude also requires the dates of travel, the destination and the purpose. If a vehicle is available, it will be reserved for the traveling employee and the employee will be notified by the local transportation center (Kirtland, Newcomb or Shiprock). The employee will also be notified if no vehicles are available. If this is the case, the P.O. that was created should be closed and a new P.O. created to cover mileage for use of the employee's personal vehicle. Carpooling when several district individuals are traveling to the same destination is required whenever possible.