

Central Consolidated School District

Mileage Reimbursement Procedure

(effective 1/1/2013)(revised 8/1/2014)

Mileage reimbursement will be paid to those staff who must use privately owned vehicles in the conduct of official business for the district. Mileage reimbursement claims are based upon the district mileage chart.

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 (see requesting a district vehicle steps below).

When use of a district vehicle is not practical or not available, the employee may request reimbursement. Reimbursement is based upon approval by the claiming employee's supervisor and is only paid when a properly approved purchase order is in place prior to the in-district travel. All reimbursement expenses will be charged to the school or department for which the travel was required.

Business conducted on the way to work or on the way home is not authorized for reimbursement.

Use of alcohol while using a district vehicle is prohibited.

Under no circumstances should students be transported in personal vehicles. No non-district individuals are allowed to ride in district vehicles unless so authorized by the Superintendent.

Types of in-district mileage reimbursement that are acceptable include:

Services to students: Using a personal vehicle for travel between school sites during the school day to service students is reimbursable when approved in advance by the Director or

Superintendent. (Different reporting locations that are scheduled within a single work-day are reimbursable; if a staff member works at several sites but works a full day at any one site, travel to that site is not reimbursable.)

Attendance at district or other meetings and professional development: Those travelling to central office in Shiprock for meetings or required district professional development should arrange to use a district vehicle whenever possible. (Required professional development includes those trainings sponsored by CISD (Curriculum, Instruction and Staff Development) where the department has requested specific individuals, in collaboration with building principals.) Professional development and meetings will generally be scheduled for all-day, and thus, mileage reimbursement is not authorized.

Making bank deposits (Shiprock schools only): Travel to the local bank to make deposits within the 24 hour timeframe required under 6.20.2.14 NMAC is reimbursable if the deposit cannot be made at the end of the work day (at which time it would not be reimbursable).

Making bank deposits (Kirtland/Ojo and Newcomb/Naschitti schools): In the case of the stated schools, bank deposits will be made through the use of courier services. For Naschitti, mileage is authorized to and from Newcomb HS. The Newcomb HS financial secretary processes deposits for NAS, NES, NMS in addition to the NHS deposits. For Kirtland, mileage is authorized to and from KCHS for Ojo Amarillo, Kirtland Elementary, Kirtland Early Childhood Center, Grace B. Wilson, and Ruth N. Bond. The KCHS financial secretary processes deposits from these schools in addition to the KCHS deposits. Courier service is provided to the two high schools on Monday and Thursday between 8:00 a.m. and 2:00 p.m.

In the case of Naschitti, mileage is authorized to and from Newcomb HS. (The Newcomb HS secretary makes deposits for NAS, NES, NMS in addition to the NHS deposit.)

Post office: Travel to the post office should be combined with bank deposits whenever possible. In the event there is no deposit to be made, visits to the post office should be done at the end of the work day, when possible, and is not authorized if the person visiting the post office is

travelling home after mailing/picking up envelopes/packages. When such visits cannot be made at the end of the day, travel to and from the nearest post office is reimbursable. The Newcomb HS secretary handles all incoming and outgoing mail for all Newcomb schools.)

Athletics or Activities: Use of a district vehicle for coaches or athletic directors for attendance at games or practices or by club/class sponsors is not authorized. Coaches and athletic directors are expected to ride the school bus with the team and club/class sponsors with students on the bus. In certain instances, when the team is small, a district vehicle may be used to transport the team. Athletic Directors may also use a district vehicle during playoffs when required to attend playoff games that may be scheduled in different locations. The coach or athletic director should schedule the use of the vehicle through SchoolDude after securing a purchase order, as described below.

Out-of-District Mileage

The district regulations concerning out-of-district travel are specified on the back of the Travel Request Form. 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 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.

Requesting Reimbursement for Mileage: Each employee's mileage reimbursement complies with the provisions stated herein, should complete a mileage reimbursement form (on First Class) to include:

Name of employee

P.O. #

Date of travel

Purpose of travel

Beginning/ending location

Number of miles (refer to Mileage Reimbursement table on First Class)

Total miles

Total reimbursement amount

Signature/date

Supervisor signature/date

Mileage reimbursement should be submitted on a monthly or quarterly basis.

Note: If an employee's position regularly requires travel but the employee is not assigned to use a district vehicle, mileage reimbursement will be made through Payroll with appropriate tax payments applied.