



FREMONT UNION HIGH SCHOOL DISTRICT

Cupertino High School | Fremont High School | Homestead High School | Lynbrook High School | Monta Vista High School | Adult & Community Ed.

PRIVATE VEHICLE MILEAGE REIMBURSEMENT POLICY AND PROCEDURES

Board Policy 3350 authorizes the reimbursement of employees for the use of their own vehicle in the performance of their assigned duties.

Reimbursements for mileage will be given at the published IRS mileage allowance rate. This rate is published on the form referenced below.

In order to claim a reimbursement, the employee must complete the FUHSD Mileage Reimbursement Request Form. A current version of this form is located on the district website: FUHSD Home > Business Services > Forms & Files (<http://www.fuhd.org/formsfiles>).

General Guidelines for Mileage Reimbursements

- Travel must be **required** to perform the duties of your position
- Travel must be pre-approved by an administrator/manager
- Employees cannot be reimbursed for traveling to and from work
 - This includes employees that may work at more than one location
 - This includes Home Teaching employees that travel to private homes
- If traveling to or from an offsite location and you are leaving from home or another non-work location, you must use the calculation method listed below **that yields the fewest number of miles**:
 - Calculate the distance based upon leaving from work
 - Calculate the distance based upon leaving from home

Example:

John Smith works at the Dist. Office and is attending a meeting in San Francisco for which he has been pre-approved by his manager to drive his own vehicle. John lives in South San Jose.

John calculates the mileage from home to the meeting = 62.5 miles 1 way
John calculates the mileage from work to the meeting = 46.75 miles 1 way

John must use the mileage from work to the meeting when requesting his mileage reimbursement.