

**Dexter Community Schools  
Travel Reimbursement  
2020-21 School Year**

When allowed in your contract of employment for your position:

“An employee who is required as part of his/her job to travel between buildings of the school system shall receive payment for 500 miles of travel at the IRS rate upon application at the end of the year. “

Name \_\_\_\_\_

1) List all buildings you are scheduled to travel between for your job \_\_\_\_\_

2) Number of days per week that you travel between buildings \_\_\_\_\_

Note: You are entitled to travel reimbursement if your assignment is at two or more buildings on a given day.

3) Circle or highlight on the calendar below the days that you traveled between buildings.

4) Sign the form.

5) Submit the completed form to the building principal or your manager for approval by May 15th.

If you serve special education, the form needs the approval of the Director of Special Education.

6) Travel Reimbursement will be paid through June 15th. Reimbursements will be made AFTER TAXES (you will not be paying taxes on the reimbursement).

<p><b>2020-2021 Draft F</b></p> <p><b>August/September</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td>4</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	23	24	25	26	27	28	29	30	31					4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p><b>Dexter Community Schools PD hours</b></p> <p><b>August/September</b></p> <p>August PD <b>10</b></p> <p>Sept 1 - Teacher Report/Work Day <b>5</b></p> <p>Sept 2 - All Day PD <b>5</b></p> <p>Sept 3 - All Day PD</p> <p>Sept 7 - Labor Day</p> <p>Sept 8 - Half Day, PM in district</p> <p><b>October</b></p> <p>Oct. 7 - AM Students, no PM PD</p> <p><b>November</b></p> <p>Nov. 1 - Fall conference window begins</p> <p>Nov. 12 - 13 full student days - conferences postponed</p> <p>Nov. 25 - No School</p> <p>Nov. 26-27 - Thanksgiving Break</p> <p>Nov. 30 - All Day PD - no students <b>5</b></p> <p><b>December</b></p> <p>Dec. 11 - full student day</p> <p>Dec. 19-31 - Winter Break</p> <p><b>January</b></p> <p>Jan. 1-3 - Winter Break</p> <p>Jan. 18 - MLK Jr. Day</p> <p>Jan 21 - AM classes (exams), PM in district</p> <p>Jan. 22 - AM classes (exams), PM records day</p> <p><b>February</b></p> <p>Feb. 15 - President's Day</p> <p>Feb. 16 - No school</p> <p><b>March</b></p> <p>Mar. 10 - AM students, PM PD <b>2.5</b></p> <p>Mar 11-12 - AM students, PM in district</p> <p>Mar. 27-31 - Spring Break</p> <p><b>April</b></p> <p>Apr. 1-4 - Spring Break</p> <p>Apr. 23 - AM Students, PM PD <b>2.5</b></p>	<p><b>February</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																																																
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Employee Signature \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

<p>500 miles @ \$.56 = \$280</p> <p>\$280.00 * _____ / 5 days = \$ _____ reimbursement</p>	<p>For Payroll Use:</p> <p>Pay # _____ Paydate _____</p> <p>Account # _____</p>
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