

## Mileage Reimbursement

### Section A - Introduction

The Board of Education of District will reimburse employees for mileage expenses incurred when they are required to drive from one location to another to fulfill the responsibilities of their assigned duties.

### Section B - Intra-District Travel

Employees traveling from one building to another in their own vehicle within the school district to perform required work responsibilities are eligible for mileage reimbursement. Travel between buildings will be reimbursed as follows:

	District Office	Glenbrook North	Glenbrook South	Glenbrook Off Campus	Transition Services
District Office		2.75	0.1	0.6	4.05
Glenbrook North	2.75		2.75	3.1	1.4
Glenbrook South	0.1	2.75		0.7	3.95
Glenbrook Off Campus	0.6	3.1	0.7		4.35
Transition Services	4.05	1.4	4.25	4.35	

### Section C - Out of District Travel

Employees traveling from one location to another in their own vehicle to perform required work responsibilities are eligible for mileage reimbursement. Beginning mileage must be calculated from the employee’s regularly assigned workplace, not from the employee’s place of residence. In the event that an employee is required to travel on a non-work day, the beginning mileage shall be calculated from the employee’s residence. To receive mileage reimbursement for out of district travel, employees are required to submit supporting trip documentation to support the mileage being requested (e.g., online driving directions summary).

### Section D - Submission of Mileage Reimbursement Request

Employees should submit mileage requests within 30 days of travel. All mileage requests must be submitted prior to the close of the fiscal year.

### Section E - Reimbursement Rate

Mileage will be reimbursed at the standard optional rate published by the Internal Revenue Services applicable on the date of travel.



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