

## Dexter Community Schools Travel Reimbursement 2021-22 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).

**2021-2022 Draft D**

**August/September**

S	M	T	W	T	F	S
22	23	24	25	26	27	28
29	30	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	29	30		

**October**

S	M	T	W	T	F	S
					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	29	30

**November**

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	29	30				

**December**

S	M	T	W	T	F	S
						1
5	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	31	

**January**

S	M	T	W	T	F	S
						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	29
30	31					

**Dexter Community Schools**

**August/September PD hours**

Aug 30 - Teacher Report/Work Day

Aug 31-Sept 2 **12.5**

(flexible PD hours over 3 days)

Sept 6 - Labor Day

Sept 7 - Half Day, PM in district

**October**

Oct. 13 - AM Students, PM PD **2.5**

**November**

Nov. 1 - Fall conference window begins

Nov. 11 - AM classes/PM conferences

Nov. 12 - AM classes only

Nov. 24-26 - Thanksgiving Break

Nov. 29 - All Day PD **5**

**December**

Dec. 19-31 - Winter Break

**January**

Jan. 1-2 - Winter Break

Jan. 17 - MLK Jr. Day

Jan 27 - AM classes (end S1), PM in district

Jan. 28 - AM classes (end S1), PM records day

**February**

Feb. 18 - AM classes, PM PD **2.5**

Feb. 21 - President's Day

**March**

Mar. 9 - AM classes, PM PD **2.5**

Mar. 27-31 - Spring Break

**April**

Apr. 1-3 - Spring Break

Apr. 22 - All Day PD **5**

**May**

May 30 - Memorial Day

**February**

S	M	T	W	T	F	S
		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					

**March**

S	M	T	W	T	F	S
						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	29
30	31					

**April**

S	M	T	W	T	F	S
						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	29
30	31					

**May**

S	M	T	W	T	F	S
						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	29
30	31					

**June**

S	M	T	W	T	F	S
						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	29
30	31					

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

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

500 miles @ \$.585 = \$292.50  
\$292.50 \* /5 days = \$ \_\_\_\_\_ reimbursement

For Payroll Use:  
Pay # \_\_\_\_\_ Paydate \_\_\_\_\_  
Account # \_\_\_\_\_