

Newport Mesa USD Mileage Reimbursement Claims

Purpose: Newport Mesa Unified School District (District) policy is to reimburse District personnel for the private automobile mileage expense related to District business according to the policy and procedures set forth below:

Policy: It is the District's intent to reimburse District personnel for all reasonable mileage expenses whenever they are required to conduct business on behalf of the District. "Business for the District" shall include travel between District sites in connection with required job duties or where official representation of the District from which the District will derive a specific benefit.

Procedure: The Accounting Department has established the Mileage Reimbursement Claim form to obtain reimbursement for approved mileage by private automobile as follows:

- Mileage is primarily within the Newport Mesa School District's sites.
- No individual trip should exceed 50 miles.
- The use of private automobile by NMUSD personnel shall be paid at the current IRS per mile rate in existence at time of travel.
- The claimant must obtain the appropriate "Administrative Approval" prior to submission.
- A claim form may not be submitted containing more than one month of travel.
- A claim for reimbursement must be submitted to Accounts Payable by the 15th of the subsequent month.
- Personnel who receive a mileage stipend may not submit reimbursement claims for inter-District travel.
- Claim forms may not be submitted for reimbursement of travel to seminars, symposia, conferences, hearings, conventions or other meetings.

An electronic form which will total automatically can be obtained on the District's website under Departments/Business Services/Fiscal Services/Accounting/Forms or at the following link: <http://web.nmusd.us/accounting>