

**TRAVEL EXPENSES**

**Mileage Reimbursement**

All employees using privately owned vehicles to perform authorized services for Baldy View Regional Occupational Program (ROP) are required to have on file in Personnel Services a completed Authorization to Use Private Vehicle for Official Business form designating the type and amounts of automobile insurance coverage.

Each employee utilizing a personal vehicle in the course of employment has the responsibility to clearly communicate the scope of the private vehicle usage in the course of their employment to the individual insurance carrier so that the applicable insurance is valid when driving in the course of employment.

Each employee except those employees receiving a mileage allowance shall submit a claim for mileage expenses at the IRS rate approved for privately owned vehicle use. Claims for mileage reimbursement will be submitted on the Mileage Report form. Only those miles traveled in the course of business for the ROP shall be claimed. Any personal travel incidental to an approved trip will not be eligible for reimbursement.

Claims must be submitted on a monthly basis at the same time timesheets are due, and travel performed in the month of June must be submitted no later than July 15.

All mileage for actual and necessary travel that originates and ends at a base site is reimbursable. Mileage cannot be claimed for travel to or from home to base site.

Mileage for travel that originates at a base site and includes one or more work sites and terminates at home is reimbursed for actual miles less the distance between home and the base site or last work site, whichever is less.

**Mileage Allowance**

The following management positions may be reimbursed for mileage as stated in their Offer of Employment.

1. Superintendent
2. Assistant Superintendent of Education Services

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

Regulation  
approved: November 14, 2012  
Revised: April 13, 2022

Ontario, California