

Dexter Community Schools Travel Reimbursement 2023-24 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).

2023-2024 Draft C-2B						
August/September						
S	M	T	W	T	F	S
20	21	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	31				

November						
S	M	T	W	T	F	S
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
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						

January						
S	M	T	W	T	F	S
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		PD hours
August/September		
Aug 28 - Teacher Report/Work Day	5.25	
Aug 29 - All Day PD	Bldg	
Aug 30 - Report to Bldg		
Sep. 4 - Labor Day		
Sep. 5 - AM classes only; PM in district		
October		
November		
Nov. 1 - Fall conference window begins	5.25	
Nov. 1 - All Day PD		
Nov. 9 - AM classes /PM conferences		
Nov. 10 - AM classes only		
Nov. 22 - No school		
Nov. 23-24 - Thanksgiving Break		
December		
Dec. 8 - AM students, PM DPPD	2.25	
Dec. 23-31 - Winter Break		
January		
Jan. 1-7 - Winter Break		
Jan. 15 - MLK Jr. Day		
Jan. 25 - Am Classes; PM Bldg	Bldg	
Jan. 26 - AM classes (\$1 ends), PM records day		
February		
Feb. 16 - All Day PD	5.25	
Feb. 19 - President's Day		
March		
Mar. 15 - All Day PD	5.25	
Mar. 25-31 - Spring Break		
April		
Apr. 19 - AM students, PM DPPD	2.25	
May		
May 24 - All Day PD	5.25	

Employee Signature _____
Date _____

Approved by _____

500 miles @ \$.655 = \$327.50 \$327.50 * _____ /5 days = \$ _____ reimbursement	For Payroll Use: Pay # _____ Paydate _____ Account # _____
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