

Red Hook Central School District  
District Travel Reimbursement  
April 2008

---

Procedures

- Routine mileage to and from work is not eligible for reimbursement.
- If traveling on school business (i.e., conference, workshop, site visitation), request a school car.
- If a school car is available and one takes his/her vehicle, the district will not reimburse mileage costs. **Exception: With prior approval from a building or district administrator, an employee can drive directly from home to a conference. Mileage will be reimbursed after routine work miles are deducted.**
- If a school car is unavailable, submit a mileage claim (current IRS reimbursement as of 1/1/08 is .505 cents per mile).
- If an employee comes to work **first** then leaves for a conference and uses his/her own vehicle, he/she will be paid mileage **from** the district to the conference and **back** to the district.