

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		Dexter Community Schools August/September	PD hours	February																																																																																																																																																																																																																																																																																																																																																																																																							
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font-size: 8px;">August/September</p> <p style="text-align: center; font-size: 8px;">Aug 28 - Teacher Report/Work Day</p> <p style="text-align: center; font-size: 8px;">Aug 29 - All Day PD</p> <p style="text-align: center; font-size: 8px;">Aug 30 - Report to Bldg</p> <p style="text-align: center; font-size: 8px;">Sep. 4 - Labor Day</p> <p style="text-align: center; font-size: 8px;">Sep. 5 - AM classes only; PM in district</p> <p style="text-align: center; font-size: 8px;">October</p> <p style="text-align: center; font-size: 8px;">November</p> <p style="text-align: center; font-size: 8px;">Nov. 1 - Fall conference window begins</p> <p style="text-align: center; font-size: 8px;">Nov. 1 - All Day PD</p> <p style="text-align: center; font-size: 8px;">Nov. 9 - AM classes /PM conferences</p> <p style="text-align: center; font-size: 8px;">Nov. 10 - AM classes only</p> <p style="text-align: center; font-size: 8px;">Nov. 22 - No school</p> <p style="text-align: center; font-size: 8px;">Nov. 23-24 - Thanksgiving Break</p> <p style="text-align: center; font-size: 8px;">December</p> <p style="text-align: center; font-size: 8px;">Dec. 8 - AM students, PM DPPD</p> <p style="text-align: center; font-size: 8px;">Dec. 23-31 - Winter Break</p> <p style="text-align: center; font-size: 8px;">January</p> <p style="text-align: center; font-size: 8px;">Jan. 1-7 - Winter Break</p> <p style="text-align: center; font-size: 8px;">Jan. 15 - MLK Jr. Day</p> <p style="text-align: center; font-size: 8px;">Jan. 25 - Am Classes; PM Bldg</p> <p style="text-align: center; font-size: 8px;">Jan. 26 - AM classes (\$1 ends), PM records day</p> <p style="text-align: center; font-size: 8px;">February</p> <p style="text-align: center; font-size: 8px;">Feb. 16 - All Day PD</p> <p style="text-align: center; font-size: 8px;">Feb. 19 - President's Day</p> <p style="text-align: center; font-size: 8px;">March</p> <p style="text-align: center; font-size: 8px;">Mar. 15 - All Day PD</p> <p style="text-align: center; font-size: 8px;">Mar. 25-31 - Spring Break</p> <p style="text-align: center; font-size: 8px;">April</p> <p style="text-align: center; font-size: 8px;">Apr. 19 - AM students, PM DPPD</p> <p style="text-align: center; font-size: 8px;">May</p> <p style="text-align: center; font-size: 8px;">May 24 - All Day PD</p>	<p style="text-align: center; font-size: 8px;">February</p> <table border="1" style="width: 100%; text-align: center; font-size: 8px;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table> <p style="text-align: center; font-size: 8px;">March</p> <table border="1" style="width: 100%; text-align: center; font-size: 8px;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center; 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Employee Signature _____

Approved by _____

Date _____

<p>500 miles @ \$.67 = \$335</p> <p>\$335 * _____ /5 days = \$ _____ reimbursement</p>	<p>For Payroll Use:</p> <p>Pay # _____ Paydate _____</p> <p>Account # _____</p>
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