

POLICY

2012 6161

Personnel

SUBJECT: Mileage Reimbursement

MILEAGE

1. Miles traveled from home must be calculated using the “Round Trip Rule”. Following are two examples:
 - a. Example 1 – Employee lives in Herkimer and is going to a conference in Albany and returning home. Employee commutes 22 miles round trip. The trip to Albany is 150 miles round trip. Employee subtracts 22 miles from 150 and would collect for 138 miles.
 - b. Example 2 – Employee resides in Boonville and commutes 74 miles round trip. Employee will be attending a conference in Old Forge. Mileage would NOT be claimed due to the miles traveled are less than the normal daily trip to West Canada. However, if the conference is half day, the employee would collect mileage for miles that exceed 74.
2. The easiest way to document your claim is to attach a printout from a website that verifies your mileage from your home to West Canada Valley such as www.yahoomaps.com or www.mapquest.com.
3. If the District has a school vehicle (car), the car must be requested for travel to an outside work related event, the Employees must utilize the school vehicle for travel to this event. Mileage reimbursement for use of a personal vehicle by a school employee shall only be available to a staff member if a school vehicle is not available for travel to the work related function. However, the employee shall not be required to pick up the District car prior to the normal start of the workday.

Revised: 10/25/12
Adopted: 10/25/12