

PERSONNEL**MILEAGE REIMBURSEMENT****I. INTRODUCTION**

The Martin County West School Board recognizes that it will be necessary for some staff members to travel to more than one building during the school day. The MCW Board further acknowledges that a fair means of compensation is necessary for all parties concerned. This policy addresses the issue of compensation for travel during the school day.

II. RATE

Martin County West will reimburse for mileage at the IRS rate.

III. CONDITIONS

A. No teacher will be reimbursed for mileage to their first teaching station.

B. Mileage will be calculated using these figures only:

Sherburn to Trimont – 7.5 miles

Sherburn to Welcome – 7.6 miles

Trimont to Welcome – 11.5 miles

These figures will be doubled for round-trip calculations. Round-trip mileage will be paid if the teacher must return to the original school to teach.

EXAMPLE: 1) Teacher A starts teaching in Trimont. A teaches at MCW Senior High School in Sherburn in the afternoon, and returns to Trimont to teach. A will receive round-trip mileage. However, 2) Teacher B also starts teaching in Trimont. B teaches at MCW Senior High in Sherburn during the afternoon. B receives only one-way mileage.

C. One-way mileage will be reimbursed to a teacher who must leave one teaching station to teach in another during the same school day, provided the second station is in another community.

D. No mileage reimbursement will be made for coaches who teach in one building but who travel to another building (or location) to coach. Coaches may ride the activity bus, however.

E. No mileage reimbursement will be made for activity directors (i.e. FHA, FFA, speech, music, etc) who live or teach in one town but who travel to another location to direct or to convene a meeting, etc.

F. Mileage will be reimbursed for any administratively-scheduled evening meeting (PTA, conferences, Open House, staffing) when the teacher who is normally reimbursed must return to the building. (This does not apply for all teachers; it will only apply for those who have multi-building assignments.)