

4260-R Mileage Reimbursement

~~Campbell County School~~ The District will provide mileage reimbursement to employees in the following instances. Unless otherwise stated below, the mileage rate for reimbursement will be the Internal Revenue Service-approved rate.

1) ~~Rural~~ Remote School Employees (Isolation Pay)

A "~~rural~~ remote school" is defined as a school located more than 20 miles from CCSD Educational Services Center and located in the county where public services are not available. Public services are defined as grocery stores, medical services, mail delivery and automobile maintenance. For the purpose of this regulation, ~~rural~~ remote schools include 4-J, Little Powder and Recluse Schools.

All ~~rural~~ remote school employees traveling 20 or more miles one way will receive the mileage listed below, to and from the appropriate ~~rural~~ remote school, multiplied by ½ of the federal reimbursement mileage rate established for that year.

~~Rural school employees will be compensated for travel to and from their rural school assignment according to the following schedule.~~

The compensable miles for each ~~rural~~ remote school:

- Little Powder - ~~1800 miles per month~~ 78 miles round trip per contract day
- Recluse - ~~1400 miles per month~~ 72 miles round trip per contract day
- 4-J - ~~1200 miles per month~~ 56 miles round trip per contract day

The above mileage will be paid based upon contract days for remote school employees and will be paid in 9 equal payments from September - May.

~~Employees working less than full time will have mileage pro-rated based upon work schedule.~~

Employees who live more than 10 miles, but less than 20 miles one way from a ~~rural~~ remote school will be eligible for mileage reimbursement at ½ of the federal reimbursement rate, multiplied by ½ of the mileage listed above for the appropriate ~~rural~~ remote school. Mileage will be verified by the school administrator and the Human Resources Department.

Extraordinary situations will be dealt with individually using the above compensation levels as a guideline.

~~Only months in which the employee travels to the site for more than ten days will qualify for reimbursement.~~

2) Substitute Employees

Substitute employees will be reimbursed for mileage from home to a "distant/remote schools" minus the first 10 miles each way. For the purposes of this regulation, "distant/remote schools" will include 4-J, Cottonwood, Little Powder, Recluse, and Wright Junior/Senior High Schools. Mileage reimbursements will only be paid when the approved mileage form is utilized and are subject to the recommendation of the school administrator and Human Resources Department.

3) Traveling and Multi- Assignment Teachers

A district vehicle is to be used whenever possible for travel between schools. If a district vehicle is unavailable, mileage reimbursement will be provided to employees who drive their own vehicles between job locations during the school day as required by their approved daily schedules. A district vehicle will also be provided for employees providing homebound services. Reimbursement requires prior approval by the employee's administrator/supervisor and will only be paid when the approved mileage form is utilized.

4) District Committee Service

A district vehicle will be used whenever available and practical.

Mileage will be paid on miles traveled in excess of 200 miles per year to attend district committee meetings. In totaling mileage, only the distance from the job site or home site (whichever is closer) to the meeting site will be counted.

Mileage will be paid for the following district-level committees and task forces:

- Curricular subject area committees
- Staff Communicators' Assembly
- Reconsideration Committee
- Wellness Committee

Application for reimbursement is to be made annually during the last week of school. Employees are to log their miles on the approved mileage reimbursement form during the school year. Committee chairpersons/supervisors will be asked to certify the mileage by signing the reimbursement form before forwarding it to the Human Resources Department for payment.

Circumstances not covered in this regulation will be dealt with on a case-by-case basis, ~~and will be subject to approval by the Human Resources Department.~~ subject to supervisor and Human Resources Department approval.

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LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 4260