

## Dexter Community Schools Travel Reimbursement 2025-26 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).

1

2025-2026 Draft B-2 August/September							Dexter Community Schools August/September		PD hours		February															
S	M	T	W	T	F	S			S	M	T	W	T	F	S			S	M	T	W	T	F	S		
24	25	26	27	28	29	30	Aug 25 - Opening Day/Staff Mtgs	District/Bldg	1	2	3	4	5	6	7			8	9	10	11	12	13	14		
31	1	2	3	4	5	6	Aug 26 - All Day DPPD	S	15	16	17	18	19	20	21			22	23	24	25	26	27	28		
7	8	9	10	11	12	13	Aug 27 - Building Day	Bldg	22	23	24	25	26	27	28											
14	15	16	17	18	19	20	Sep. 1 - Labor Day																			
21	22	23	24	25	26	27	Sep. 2 - AM classes only; PM in district																			
28	29	30																								
October							October		November		March															
S	M	T	W	T	F	S	Oct. 13 - Fall Break			S	M	T	W	T	F	S			1	2	3	4	5	6	7	
				1	2	3	Oct. 14 - DPPD	S		1	2	3	4	5	6	7			8	9	10	11	12	13	14	
5	6	7	8	9	10	11				15	16	17	18	19	20	21			15	16	17	18	19	20	21	
12	13	14	15	16	17	18	Nov. 1 - Fall conference window begins			22	23	24	25	26	27	28			22	23	24	25	26	27	28	
19	20	21	22	23	24	25	Nov. 6 - AM classes /PM conferences			29	30	31														
26	27	28	29	30	31	Nov. 7 - AM classes only																				
November							December		January		April															
S	M	T	W	T	F	S	Dec. 12 - DPPD			S	M	T	W	T	F	S			1	2	3	4				
				1	2	3	Dec. 21-31 - Winter Break	S		5	6	7	8	9	10	11			5	6	7	8	9	10	11	
2	3	4	5	6	7	8				12	13	14	15	16	17	18			12	13	14	15	16	17	18	
9	10	11	12	13	14	15	Jan. 1-4 - Winter Break			19	20	21	22	23	24	25			19	20	21	22	23	24	25	
16	17	18	19	20	21	22	Jan. 19 - MLK Jr. Day			26	27	28	29	30			26	27	28	29	30					
23	24	25	26	27	28	29	Jan. 15 - Am Classes; PM Bldg																			
30							Jan. 16 - AM classes (SI ends), PM records day																			
December							January		February		May															
S	M	T	W	T	F	S	Jan. 1-4 - Winter Break			S	M	T	W	T	F	S			1	2	3	4				
				1	2	3	Jan. 19 - MLK Jr. Day			5	6	7	8	9	10	11			3	4	5	6	7	8	9	
7	8	9	10	11	12	13	Jan. 15 - Am Classes; PM Bldg				12	13	14	15	16	17	18			10	11	12	13	14	15	16
14	15	16	17	18	19	20	Jan. 16 - AM classes (SI ends), PM records day				17	18	19	20	21	22	23			17	18	19	20	21	22	23
21	22	23	24	25	26	27				24	25	26	27	28	29	30			24	25	26	27	28	29	30	
28	29	30	31							31									31							
January							February		March		June															
S	M	T	W	T	F	S	Feb. 13 - All Day DPPD			S	M	T	W	T	F	S			1	2	3	4	5	6	7	
				1	2	3	Feb. 16 - President's Day	S		1	2	3	4	5	6	7			7	8	9	10	11	12	13	
4	5	6	7	8	9	10				14	15	16	17	18	19	20			14	15	16	17	18	19	20	
11	12	13	14	15	16	17	Mar. 28-31 - Spring Break			21	22	23	24	25	26	27			21	22	23	24	25	26	27	
18	19	20	21	22	23	24				28	29	30						28	29	30						
25	26	27	28	29	30	31																				

Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

Approved by \_\_\_\_\_  
Date \_\_\_\_\_

500 miles @ \$.725 = \$362.50 \$362.50 * _____ /5 days = \$ _____ reimbursement	For Payroll Use: Pay #    Paydate Account #
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