No. 3330
SECTION: BUSINESS
TITLE: REIMBURSEMENT: USE OF PERSONAL VEHICLE

ADOPTED: 1/16/79
READOPTED: 6/15/09;6/20/13;1/29/14; 11/15/16;3/17/20
REVISED: 3/19/85;4/27/99;3/18/25

OXFORD AREA SCHOOL DISTRICT

A. When approved by the superintendent or his/her designee, the use of a private vehicle for school district business shall be reimbursed at the rate established by the Internal Revenue Service.

B. Employees who use their vehicles on school business and transport students must furnish to the school district evidence of appropriate automobile insurance coverage and current driver's license.

C. Reimbursement for mileage will be paid following the submission of the appropriate Oxford Area School District Travel Expense Voucher in conjunction with the approved Oxford Area School District Conference/Workshop Request Forms if applicable.