

Reimbursement for School Corporation Related Travel/Mileage

Section 1. General. School personnel may be reimbursed for actual miles traveled in conducting the business of East Allen County Schools. This reimbursement includes travel between East Allen facilities, local travel for district related business, and travel for committee work assigned by the Superintendent. Effective October 23, 2017 the mileage reimbursement rate shall be 38.0 cents per mile. The rate shall be reviewed as the IRS rate changes and the rate cannot exceed the IRS rate. Per Administrative Guideline 4140.26a, reimbursements for conferences, seminars, and workshops must be approved via the Leave Request Process and submitted on an Accounts Payable Voucher.

If travel is required of a staff member in order to fulfill job assignments in more than one location during the day, the staff member will be reimbursed for travel. Payment is to be requested at least on a quarterly basis on Claim Form 101. Reimbursement mileage shall not include travel to and from the employee's home and place of employment.

Section 2. Filing of Mileage Claim Form. Mileage Claim Form 101 is designed to serve as a claim for mileage and must be presented to the EACS business office for reimbursement. The odometer reading columns on this form are to be used only when distance between points cannot be determined by fixed mileage. After the claim has been completely processed and a check issued, it is to be filed numerically with the other claims for the same period.