

ARTICLE 37

MILEAGE ALLOWANCE


Employees are responsible for getting to and from work each workday. Employees will not be reimbursed for mileage associated with their normal commutes, regardless of the location of their home in relation to their official work location. School District vehicles are to be used for school business only. District employees are required to use School District vehicles when available.

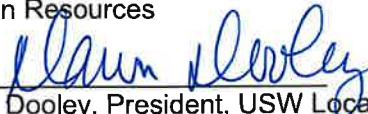
If a District vehicle is not available, a ~~Classified~~ Bargaining Unit Member may use his/her private vehicle for school business subject to prior approval by the site administrator or the ~~Classified~~ Bargaining Unit's employee's supervisor. In such event, the site administrator or supervisor will review the business mileage incurred and submit a request for reimbursement to Business Services. No such request shall be allowed without the signature of the site administrator or supervisor verifying that the vehicle was used for school business. In the event of such verification, the ~~Classified~~ Bargaining Unit Member shall be reimbursed, upon request, at the current IRS business rate adjusted each fiscal year. Under no circumstances shall mileage reimbursement apply to travel between the ~~Classified~~ Bargaining Unit Member's residence and his/her place of work; mileage reimbursement shall be strictly limited to use for authorized school business.

DATED: 3/5/2021


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