



5.50.071-AD Mileage Funds Allocation

The district will provide a mileage compensation fund for required on the job travel equal to 25 cents per enrolled child.

- (1) Allocation to Schools. The enrollment figure to be used in calculating the allotment to which your school will be entitled will be the same figure as used in determining the supply allotment for the year.
(2) Purpose. The fund should be used to compensate the certificated staff for mileage incurred in carrying out professional responsibilities approved by the principal at a rate not to exceed regular district mileage rate.
(3) Administration. The fund should be administered by the principal.
(4) Processing. Payment should be made from local school funds in cash or by check after receipt of a voucher signed by the teacher and principal. One copy of this voucher should be kept by the school. Signed copies of the vouchers indicating payments received by staff members should be attached to an Immediate Payment Request in which reimbursement of school funds expended is requested. The request should be approved by the principal and the Director of Instruction or his/her designee before it is submitted to the Finance Department for processing.

Policy Implemented:

History: Adpt. 6/71; Amd. 3/73; Amd. 10/73; Amd 8/81; Amd. 10/83

For official use only
Approved:
Superintendent Date