

5.50.072-P Auto Mileage Allowance For Employees

An employee of the district who, with proper authorization, regularly uses his/her automobile in the business of the district, excluding routinely transporting children, shall be compensated for this usage in accordance with the requirements and procedures set forth by regulation and at the rate established by the Board.

- (1) **Limitations on Allowance.** No auto mileage allowance shall be granted to an employee for traveling from his/her residence to the place at which he/she commences work for the day or for returning home from the last place at which he/she has worked during the day, except when more than one trip from home has been necessary because of night meetings, etc.
- (2) **Employee Purchased Insurance.** Payment for auto mileage shall not be made to any employee until he/she has filed with the Risk Management Office in the RWBESC an insurance policy in accordance with the foregoing Board policy, and then only for mileage incurred after the effective date of the policy. Authorization for use of automobiles on district business shall not be granted until there is, on file in the Risk Management Office the required policy records.
- (3) **Itemized Travel Statement.** Employees shall receive auto mileage for the use of their automobiles in accordance with the established per mile rate, only upon submission of the Local Automobile Mileage Report to the Finance Department. Reports should be submitted monthly by not later than the fifth day of the calendar month following the month of travel.

Legal Reference: ORS 332.107

History: Adpt 6/71; Amd. 11/15/80; Amd. 10/81; Amd. 10/83