

LOCAL AUTO MILEAGE REIMBURSEMENT AUTHORIZATION

School District No. 1J
P.O. Box 3107
Portland, Oregon 97208

*** Please complete all fields & e-mail completed form with insurance card(s) to riskcomp@pps.net ***

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Assignment _____
(Site Location) (Position - Job Title)

Effective Date _____ Employee ID # _____

Account Codes _____

Itinerant Employee New Applicant Request Applicant Update/ Change Request

*New applicants must submit with this application a copy of their automobile liability insurance card, policy or a certificate of insurance meeting state and school district requirements. Employees whose policies or certificates of insurance are on file are required to submit new ones upon request or in the event of changed circumstances; i.e., change of insurance company, new type of coverage, altered amounts of coverage, change of car.

I agree that in the event of cancellation or change in policy, I will notify the Risk Management Department within five (5) business days. I am aware of the fact that if this notice is not given within this time limit, I will not be eligible for the excess liability coverage provided by the District through its liability insurance policy.

Signature of Employee _____ Date _____

Please note: Your supervisor must sign this form prior to submitting to Risk Management and Finance for approval. Proof of insurance must be provided from the effective date listed above. Your vehicle insurance must remain current to be eligible for mileage reimbursement.

Supervisor Signature (Required) _____

Supervisor Name (Print) _____ Date _____

Risk Management Approval	Date	Finance Approval
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PROCEDURE: LOCAL AUTO MILEAGE REIMBURSEMENT AUTHORIZATION

School District No. 1 – Multnomah County, Oregon

Employees Entitled to Local Auto Mileage

Any employee authorized to travel in order to perform his/her regular duties for the School District is entitled to request mileage. Requests must be made through the respective department heads (or principal, project director, assistant superintendent, as applicable).

Procedures Regarding Local Mileage Allowance

A regular employee of the School District who, with proper authorization, regularly uses his/her automobile on the business of the District shall be compensated for the use of such automobile through payment of an auto mileage allowance as shall be established, from time to time, by the Board of Education.

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. Auto mileage reimbursements for evening meetings are granted from the primary job site to the meeting location only, not from home. If the meeting is at the primary job site, it is considered commuting, and is not reimbursable.

2. Employee-Purchased Insurance

Employees of the District who receive auto mileage allowance for use of their automobiles shall carry personal liability and property damage insurance in accordance with the following provisions:

- A. Such insurance policy shall be underwritten by an insurance company that is authorized to do business in the State of Oregon.
- B. The limit of liability shall not be less than the State of Oregon minimum coverage requirements: Bodily injury - \$25,000 per person and \$50,000 total; Property damage - \$25,000; Personal injury protection - \$15,000 per person; Uninsured motorist - \$25,000 per person and \$50,000 total.
- C. Payments for auto mileage shall not be made to any employee until he/she has filed with the Risk Management Department, verification of insurance in accordance with the foregoing Board Policy, and then only for mileage incurred after the effective date of the Authorization Form.

3. Itemized Travel Statement

Employees shall receive auto mileage for the use of their automobiles in accordance with the approved per mile rate only after they submit to the Finance Department a monthly itemized Local Mileage Reimbursement Request.

Requesting Local Auto Mileage Authorization

1. Request is made on form: Local Auto Mileage Reimbursement Authorization, with appropriate approval.
2. Send approved authorization form to the Risk Management Department via email; this must include a copy of the employee's valid auto insurance card for the period(s) of authorization. The approved authorization form and insurance must be on file in the Risk Management Department BEFORE MILEAGE CAN BE REIMBURSED.
3. The Risk Management Department must be notified of any change in insurance. When a change of position/ site occurs, a new Local Auto Mileage Reimbursement Authorization form must be submitted.

Applying for Reimbursement

1. Once authorization for local mileage is established, claim for reimbursement should be submitted to the Finance Department on a Local Mileage Reimbursement Request form no later than the fifth of each month.
2. Local Mileage Reimbursement Request forms may be found on the PPS web site.
3. The trip date, destination, and elapsed round-trip miles must be detailed on the form.
4. Parking fees are to be identified as a separate item. Parking fines are not reimbursable.

Mileage reimbursement for travel over 25 miles one way and outside the District boundaries MUST BE SEPARATELY APPROVED and claimed on a "Travel/Training Expense Reimbursement Request" which is available on the PPS web site.