

Mileage Reimbursement

Mileage reimbursement is a benefit the district offers to those who must travel while on the job. Mileage is to be tracked on the District mileage form and turned in for reimbursement on a quarterly basis.

The IRS sets the standard business mileage rate in January of each year. The mileage reimbursement form will be updated with the current mileage rate when it changes.

A "Super Blanket" PO needs to be put in for an estimated amount for the year, the vendor on the PO will be the School or Department. The mileage forms should be looked over and approved by the building principal or department head. The approved mileage forms need to be submitted to the Treasurer's Office, according to the dates listed below, for payment to be made. **The PO # must be on the mileage forms.**

Please charge the appropriate expenditure codes for the corresponding department;

Certificated staff 001 1190 431 0000 000000 *** 00 000
Principals 001 2490 433 0000 000000 *** 00 000
Non-Certificated staff 001 2290 433 0000 000000 *** 00 000

** Please use the school operational unit and Special Cost Center

CIA 001 2419 433 0707 000000 707 00 000	Student Services 001 2419 433 0708 000000 708 00 000
Central Registration 001 2939 433 0000 000000 715 00 000	Business Office 001 2690 433 0703 000000 703 00 000
Treasurer's Office 001 2590 433 0000 000000 702 00 000	District Maintenance 001 2790 433 0704 000000 704 00 000
Human Resources 001 2949 433 0000 000000 706 00 000	Transportation/Bus Garage 001 2890 433 0000 000000 602/601 00 000
Technology 001 2990 433 0615 000000 615 00 000	Food Service 006 3190 433 0000 000000 635 00 000
PITV 001 2224 431 0630 000000 630 00 000	Security 001 2760 433 0000 000000 620 00 000

Months Reimbursed	Mileage due by	Check Date
July, Aug, Sept	October 2, 2020	October 23, 2020
Oct, Nov, Dec	January 2, 2021	January 25, 2021
Jan, Feb, March	April 1, 2021	April 23, 2021
April, May, June	July 1, 2021	July 23, 2021

The mileage for the year must be turned into the Treasurer's Office no later than July 1, 2021 or it will not be paid.

Mileage reimbursement forms, guidelines and district mileage chart are located on the district's website under Treasurer's Office, Budget & Accounting Department. Mileage Reimbursement. If you have any questions please send an e-mail to the [Accounting Help Desk](#).