

## USE OF PERSONAL VEHICLES

School district personnel using their personal vehicles in the course of their employment shall be paid an allowance of .375 per mile or the prevailing rate of the district, whichever is greater.

Employees will be reimbursed upon submission of a properly completed approved mileage sheet.

Reimbursement will be made once a month on all claims in excess of \$15.00. Requests for reimbursement for less than \$15.00 should be held until an accumulation of subsequent requests for reimbursement total \$15.00 or more. Requests for payment will not be accepted if more than 30 days in arrears. The only exception to this requirement would be that the individual should not file for reimbursement until at least a \$15 minimum is requested. All final requests for reimbursements, approved and due, will be paid in June of each year regardless of the amount in order to close the fiscal year.

The June request should be submitted no later than five business days after June 30th. Requests for mileage reimbursement received after that date for the prior school year will not be honored.

Revised:     September 10, 1979  
              November 18, 1982  
              March 1, 2002  
              May 1, 2002  
              January 1, 2003  
              September 12, 2005