

Mileage Reimbursement

In the event you are required to travel between facilities and/or student homes during any work day, mileage between facilities and/or student homes will be reimbursed at the current IRS mileage reimbursement rate per mile, provided that you follow the required procedures.

Mileage reimbursement between employee's home and their first site is considered to be commuting which is a personal expense and not claimable. Reimbursement may not be claimed for staff traveling to their first work assignment on a given day, nor from the final work location home. The administrator in charge at the Business Office shall have the final authority to determine approvable mileage reimbursement.

Reimbursement Procedures

1. Always record actual mileage driven. (Example: If you drive from your residence to location, do not record mileage as if you drove from your school site to location.)
2. A Home Hospital Teacher Mileage Claim Form are to be prepared and signed by the employee and submitted to your supervisor monthly. Please see below for sample of an entry. (Example: Started your day at student "Jones" home, and then traveled 10 miles to student "Smith", and then 3 miles to student "Roberts", and so on until the end of your day.)

| Sample Entry | | | | | | Total |
|--------------|-------|----------|-----------|--------|------------|-------|
| 1/2/2012 | Jones | 10 Smith | 3 Roberts | 5 Fish | 10 Edwards | 28 |

3. Mileage claim forms must contain sufficient address information so that mileage can be verified and audited. A list of the student and/ or location sites needs to be attached to the mileage form and only the student's name and/or site needs to be listed on the form itself (please see above).
4. End of the school year forms must be submitted by the last workday of the school year.