

## INSTRUCTIONS FOR MILEAGE REIMBURSEMENT CLAIMS

**REIMBURSEMENT RATE.** The mileage reimbursement rate shall be the current IRS allowance.

**TRANSPORTATION OF OTHERS.** The District does not provide automobile insurance for staff using their personal vehicles during the course of their employment. Staff shall not transport students or parents of students in their personal vehicle during the course of their employment.

**CLAIMS.** Claims for mileage and other expense reimbursement shall be made on forms provided by the Business Office and submitted to the immediate supervisor for approval. Forms are provided in an Excel workbook so that totals calculate automatically. Staff should use the “Mileage & Supplies Form” or the “Just Mileage” form dependent on the request. The Excel workbook also contains reference tabs titled “Mileage Chart” and “Mileage Rate”. The “Just Reimbursements” tab does not pertain to mileage and should only be used to request reimbursement of other pre-approved expenses.

**OUT-OF-STATE TRIPS.** On out-of-state trips, the decision whether to authorize travel by private automobile, air or other means will be made based on the most economical means for the School District, taking the employee's time into consideration. If travel by private automobile is authorized, the amount reimbursed shall not exceed the cost of regular airfare, coach class, to the same destination. Should travel to a conference or other school district business be combined with a vacation or other leave, the amount reimbursed shall be based on the mileage to the conference site or location of such school district business via the most public direct road, and the amount reimbursed shall not exceed the cost of regular airfare, coach class, to the same destination.

**REIMBURSEMENT CONDITIONS.** Employees shall be paid mileage reimbursement when required to furnish their own transportation for travel necessary to perform their job responsibilities. Employees will not be reimbursed for travel to/from their homes to/from their place of employment.

**COMPUTATION.** For travel within the Eaton RESA service area, reimbursable mileage will be computed on the basis of actual miles logged from employee's first work stop to any other assigned work stop. Each employee shall be responsible for his/her own transportation between home and the first work stop of the day and between the last work stop of the day and home.

For travel outside of the Eaton RESA service area, reimbursable mileage will be computed on the basis of actual miles logged, less normal commute miles. Commute miles are the miles between home and the otherwise scheduled first work stop of the day, and between home and the otherwise scheduled last work stop of the day.

### **EXAMPLES:**

**Example 1.** A staff member is assigned to work in Potterville on Monday and Tuesday and Maple Valley on Wednesday, Thursday and Friday. The staff member lives in East Lansing and travels to and from his/her place of assignment each day. No mileage reimbursement is allowed as this is the normal commute for the staff member based on his/her assignment.

**Example 1a.** In the above example, if the staff member is required to travel to attend a staff meeting in the afternoon on Tuesday which is being held at Eaton RESA on Packard Hwy., mileage from Potterville to Eaton RESA is allowed for reimbursement. If the staff member returns to Potterville for the balance of the day, mileage from Eaton RESA to Potterville is allowed for reimbursement;

however, if the staff member goes home following the meeting, only the mileage TO the meeting is allowed because Eaton RESA is the last work stop of the day.

**Example 2.** A staff member is assigned to work in Charlotte. The staff member lives in Grand Ledge. The staff member must travel 55 miles from home to Grand Rapids (out of the Eaton RESA service area) to attend a conference. The staff member's regular commute – home (Grand Ledge) to his/her place of assignment (Charlotte) is 15 miles. The staff member is eligible for reimbursement of 40 miles to the conference and 40 miles from the conference. This is based on the 55 mile distance to the conference less the normal commute of 15.

**Example 2a.** In the above example, if the staff member lives in Lowell, has a regular commute of 55 miles to Charlotte and travels 20 miles to the conference in Grand Rapids, no mileage reimbursement is allowed because the normal commute exceeds the required travel.

**Example 2b.** In the above example, if the staff member lives in Jackson, has a regular commute of 45 miles to Charlotte and travels 100 miles to the conference in Grand Rapids, he/she may claim reimbursement for 55 miles each way. (100 miles traveled less normal commute of 45 miles).

**Example 3.** A staff member lives in Nashville and is assigned to work at Eaton RESA on Packard Highway, a distance of 17 miles. The staff member works at Eaton RESA in the morning, then travels to the Lansing Community College – West Campus to attend a meeting (within the Eaton RESA service area) which lasts through the end of the day. The staff member then travels home. Reimbursable mileage is calculated from the first work stop, Eaton RESA, to the 2<sup>nd</sup> work stop, LCC-West, a distance of 14 miles. Mileage from LCC-West to home is not reimbursable because that is the last work stop of the day.

**Example 3a.** In the above example, if the meeting at the LCC-West only lasts until mid-afternoon and the staff member returns to Eaton RESA to work the remainder of the day, mileage is reimbursable from the first work stop, Eaton RESA, to the 2<sup>nd</sup> work stop, LCC-West. Mileage is also reimbursable from the 2<sup>nd</sup> work stop, LCC-West, to the 3<sup>rd</sup> work stop, Eaton RESA. Total eligible mileage is 14 to LCC-West + 14 to Eaton RESA or 28 miles.

**Example 4.** A staff member lives in Lansing and is assigned to Charlotte on Mondays, Wednesdays and Fridays and Island City Academy on Tuesdays and Thursdays. On Wednesday afternoon the staff member attends an IEP at Island City Academy. The staff member does not return to Charlotte after the IEP meeting. Mileage is reimbursable from Charlotte to Island City Academy in Eaton Rapids. Mileage from Island City Academy to home is not reimbursable since Island City Academy is the last work stop of the day.

**Example 4a.** In the above example, if the staff member has a meeting at Eaton RESA prior to the IEP at Island City Academy, he/she may claim mileage from the work location to Eaton RESA (first work stop) and from Eaton RESA to Island City Academy (second work stop).

**Example 5.** A staff member lives in Olivet and makes regular home visits as part of his/her assignment. Mileage is calculated from the first work stop of the day and from there to the next work stop and so on for each subsequent home visit/work stop. Mileage cannot be claimed to/from the staff member's home in Olivet. In addition, mileage cannot be claimed to/from the office location unless he/she actually stops and conducts work at that location. Staff are advised to record HV (home visit) and the town/city of each home visit on their reimbursement log.