TRAVEL REIMBURSEMENT

A. **Applicability:** This administrative regulation applies to administrators, and to all other employees driving their private automobile on school district business who are not members of a bargaining unit and thus covered by the express provisions of the master agreement with that unit.

B. **Reimbursement Conditions:** Employees shall be paid mileage reimbursement as provided in the paragraph below, when required to furnish their own transportation for travel necessary to the performance of their job responsibilities. Employees will not be reimbursed for travel from their homes to their place of employment.

C. **Computation:** Reimbursable mileage will be computed on the basis of actual miles logged from base of employee’s operation to any other assigned work station(s) or destination(s) on district business. Each employee shall be responsible for his/her own transportation between home and first assigned stop and between last assigned stop of the day and home.

   1. However, when the distance between home and first assigned stop exceeds the distance between home to base of operation, the employee shall be reimbursed for that mileage which exceeds the distance between home and base of operation.

   2. Likewise, when the distance between last assigned stop of the day and home exceeds the distance from the base of operation and home, the employee shall be reimbursed for that mileage which exceeds the distance between home and base of operation.

D. **Reimbursement Rate:** The mileage reimbursement rate shall be the IRS allowed as of July 1 and January 1 of each year.

E. **Out-of-State Travel:** 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 administrator’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.
F. **Combination with Vacation or Leave:** Should travel to conference or other district business be combined with a vacation or other leave, the amount reimbursed shall be based on the mileage base location to the conference site or location of such district business and return via the most direct public road, subject also to the limitation in paragraph E, above.

G. **Car Allowances (Previously Policy 3932.00):**
Designated administrators shall receive a monthly car allowance of $225.00. The intent of this allowance is to cover the usual and necessary expense of travel within the Ingham Intermediate School District and the Lansing metropolitan area, and no further claims for the expense of such travel will be allowed.

Administrators receiving the car allowance as authorized in the paragraph above, may submit claims for supplementary mileage reimbursement for the expense of travel beyond a radius of twenty-five (25) miles, one way, from their base of operations (the Ingham Intermediate Thorburn Education Center, 2630 W. Howell Rd., Mason, MI, unless otherwise authorized). Such travel will be reimbursed at the prevailing cent-per-mile rate in effect at the time the travel occurs. The total mileage for the trip shall be shown less a deduction or 25 miles for a one-way trip or 50 miles for a round trip.

**ADMINISTRATIVE REGULATION**

Adopted: July 17, 2007