

**Denair Unified School District
MILEAGE REIMBURSEMENT**

READ AND FOLLOW GUIDELINES ON REVERSE SIDE BEFORE COMPLETING THIS FORM.
Failure to comply with guidelines will result in delay in payment

Instructions: This form must be completed and submitted to the District Business Office for any mileage reimbursements. Reimbursements will be approved by the immediate Supervisor and the Chief Business Officer before payment will be made.

Name of Claimant: _____

For month of: _____ Year _____

Dept/School Site: _____

Date	From	Destination To	Number of Miles	Nature of School Business Transacted

Total Miles _____ x \$.545 cents per mile + parking expenses of _____ = _____ (Total Expense)

Account Code: _____
FUND RESOURCE Y OBJECT GOAL FUNCTION SITE ORGN D2

I hereby certify that:

1. The above is an accurate accounting of my incurred mileage expenses.
2. The mileage expenses claimed above are not reimbursable to me or to the District from any other source.

Signature of Claimant Date

Immediate Supervisor Date

Chief Business Officer Date

MILEAGE REIMBURSEMENT

1. Mileage Reimbursement – The provisions of this section apply to all district representatives except when an employee is covered by bargaining contracts, which provide different provisions.
 - Individuals shall be reimbursed for the use of their personal automobiles when used on district business. Reimbursement shall be at the current IRS (Internal Revenue Service) rate. As of January 1, 2018, this rate is \$0.545 per mile.
2. The use of private cars is limited to activities within the scope of the employee's assigned responsibility, and mileage reimbursement requires specific approval of the immediate supervisor.

The use of private cars by non-employees is to be strictly on a volunteer basis and mileage reimbursement is not authorized for such persons.

The comprehensive liability insurance covering Denair Unified School District includes coverage for the liability of employees and volunteers of the school district to a third party while operating their personal automobiles on school business. California law provides that the individual's automobile liability insurance will always be considered as the primary coverage and the district's policy will provide coverage for excess damages over and above the primary coverage of the individual employee or volunteer. California law requires that each person have automobile liability coverage on his or her personal automobiles. Under certain circumstances coverage by the district's liability insurance may be excluded if an employee or volunteer carries no automobile liability insurance on his or her own vehicle.

The school district does not provide collision, comprehensive, etc., insurance coverage to cover damage or loss to an employee's car.

NOTE: Individuals who will be driving must have a valid California Driver's License and be able to offer proof of insurance coverage.

3. Claims for mileage reimbursement can be submitted on the "Mileage Reimbursement" form. A separate form shall be prepared and filed for each calendar month and shall report the mileage for a single calendar month.
4. Individuals will be reimbursed for mileage only between points of official business.
5. Mileage for any official travel on non-work days will be reimbursed.
6. An individual using his or her vehicle on extended trips outside the district shall be reimbursed not to exceed the amount, which would have been expended if the employee had used coach or economy air transportation and any required shuttle or taxi.
7. Actual and necessary parking expenses shall be allowed.
8. Mapquest or Google Map driving directions must be attached.