

**SCHOOL DISTRICT OF BAYFIELD
MILEAGE REIMBURSEMENT**

The Bayfield Board of Education recognizes that staff members often use their personal vehicle for school business when a District vehicle is not available; therefore, mileage incurred as a result of school business shall be reimbursed at the approved IRS mileage rate. IRS adjustments during the school fiscal year will take effect at the start of the next fiscal school year.

Employees are to request a District vehicle whenever they travel on school business. If employees request a District vehicle and one is not available, employees will be reimbursed at the IRS rate. Mileage will be reimbursed at .25 cents per mile if an employee decides not to request a District vehicle and chooses to use a personal vehicle.

In-State and Out-of-State Travel: Employees shall be reimbursed for mileage from the Bayfield K-12 building or actual mileage from his/her home, whichever is less. Such travel must have prior administrative approval. Incidental mileage for personal business shall not be reimbursed. Mileage reimbursement shall be paid monthly to the employee incurring the expenses of using their personal vehicle for school business.

APPROVED: February 11, 2008