

Memorandum



To: C.O.O.R. ISD STAFF

From: Shawn Petri, Superintendent

Regarding: Mileage Reimbursement Procedure Details

Date: April 12, 2022

1. Daily travel from home to designated work site is considered commuter mileage and is not reimbursable.
2. It is highly recommended the employees use the C.O.O.R. ISD vehicles if available. If not available, the following process for mileage reimbursement applies.
3. Definition of mileage reimbursement: Mileage reimbursement is **what an employer pays an employee for business-related use of their personal vehicle**. This means payment for travel from a designated work site or home, whichever is **closest** for the employee at the current IRS rate. To perform work outside of the normal travel of the position (conferences, meetings, visitation etc.).
Designated work places are assigned by the employee's supervisor. If there are multiple work places for the position, the work place of that day will be considered the starting location for reimbursable mileage. All reimbursements must be approved by the supervisor of the position.
4. Reimbursements are to be turned in by the end of each month. Payment for the expenses will be paid on the next check run opposite the payroll week. Exceptions to this process must be approved by the staff member's supervisor and finance department.

SP/rs