

HOLTVILLE 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 OF PAYMENT.

Instructions: This form must be completed, balanced and submitted to Accounts Payable for any mileage reimbursements. Make two copies and attach to this form. Reimbursements will be approved by the immediate supervisor.

Name of Employee (please print) _____

_____ School or Department _____

Home Address _____

ITEMIZED MILEAGE LOG

DATES	PURPOSE OF TRIP	DESTINATION(S)	MILEAGE	PARKING/ TOLLS

Total Miles _____ x _____ per mile = _____ + Parking Expense _____ = _____ (TOTAL MILEAGE EXPENSES)

I hereby certify that:

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

Signature of Employee Date Signature of Immediate Supervisor Date

Fund	Resource	Year	Goal	Function	Object	Site	Department	Amount

MILEAGE REIMBURSEMENT

ADMINISTRATIVE POLICY AND PROCEDURES

1. Mileage Reimbursement - The provisions of this section apply to all district representatives.

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 2009, this rate is \$.55 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 prior approval of the immediate supervisor.

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

The comprehensive liability insurance covering the Holtville Unified School District includes coverage for the liability of employees and volunteers of the school district or a third party while operating their personal automobiles on school business. California law requires 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 must have automobile liability coverage on his or her personal automobiles.

The school district will 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 AND must sign up to be on the DMV pull notice (please contact your site secretary).

3. Individuals will be reimbursed for mileage only between destinations of official business.
4. Mileage for any official travel on non-work days will be reimbursed.
5. An individual using his or her vehicle on extended trips outside the district shall be reimbursed not to exceed that amount which would have been expended if the employee had used coach or economy air transportation and any required shuttle or taxi.
6. Actual and necessary parking expenses shall be allowed, but must be accompanied with proper documentation.
7. The following must be completed on the form:
 - It must be filled out in ink.
 - It must be balanced and the calculator tape must be attached.
 - Account line must be filled in.
 - Must have signatures by the claimant and supervisor.
 - Make two copies and attach to this form.