

*Superintendent File: DKC-R-1*

**EMPLOYEE EXPENSE AUTHORIZATION/REIMBURSEMENT -  
MILEAGE, TOLLS AND PARKING**

*Employees shall not purchase any items or services on behalf of a DCSD School or Department – all of these purchases must be made with a District purchase order or procurement card. There are no exceptions to this rule. Reimbursement requests of these types will be denied. Only reimbursements for mileage, tolls and parking expenses will be processed.*

Supervisors/Principals are responsible for reviewing and approving mileage, tolls and parking reimbursement requests for their respective schools and departments.

Employees are responsible for tracking mileage and submitting requests for reimbursement 60 days from the month incurred. If the reimbursement request is not submitted within 60 days, reimbursement may be denied.

**Reimbursable Mileage**

Mileage is reimbursable at the applicable internal revenue service rate at the time of travel. Reimbursable mileage covers travel above and beyond the employee’s normal commute.

For example:

1. The employee’s normal commute from home to the office is 15 miles. The employee is starting his/her day at an offsite location that is 20 miles from home. The employee would be reimbursed for the additional five miles incurred to get to the start location for the day. In addition, the miles from the start location back to the office would be reimbursable.
2. The employee’s normal commute from home to the office is 15 miles. The employee is starting his/her day at an offsite location that is 10 miles from home. The employee would not be reimbursed for any miles. However, the miles from the offsite start location for the day back to the office would be reimbursable.

Teachers, principals, and other District personnel assigned to more than one school as well as instructors, supervisors, and administrators who have District wide responsibilities are eligible for reimbursement for the personal use of vehicles while commuting between District sites.

**Non-reimbursable Mileage**

Commuting time is never reimbursed even if the employee drives home and back to the office for an after-hours meeting. For example, if an employee normally works until 5 pm and has a 7 pm meeting later the same day, the employee may choose to drive home for two hours. The mileage to commute home or back to their normal place of business is not reimbursable. If the meeting is not at their normal place of business the rules above apply.

Employees will not be reimbursed for travel to after-hour non-mandatory meetings or trainings.

Teachers, principals, and other district personnel with separate distinct assignments (i.e., employee applied separately for each assignment) at more than one school are not eligible for reimbursement for the personal use of vehicles while commuting between these assignments as this is considered the normal commute.

### **Mileage Traveling to Games – Coaches Only**

The expectation is for any coach to travel with the team using District provided transportation when available. If a coach uses their own vehicle when District transportation is otherwise provided, the mileage incurred is non-reimbursable. When District transportation is not available, mileage incurred for a coach to attend or return from an event is reimbursable with prior approval from the school's Athletic Director.

### **Forms**

Forms used to request mileage, tolls and parking reimbursement, DKC-E-3, Mileage Reimbursement Form allowed under this policy can be found online at [www.dcsdk12.org](http://www.dcsdk12.org) under Accounts Payable:

<https://sites.google.com/a/dcsdk12.org/accounts-payable/travel-mileage>

Adopted: August 28, 2016

### **CROSS REFS:**

Superintendent File: DKC – Employee Expense Authorization

DKC-R-2 Employee Expense Authorization/Reimbursement - Travel without Students

DKC-R-3 Employee Expense Authorization/Reimbursement - Travel with Students

DKC – E-1 Car Rental Pre-Approval Form

DKC – E-2 Travel Reimbursement Form

DKC – E-3 Mileage Reimbursement Form

Google Site Reference: <https://sites.google.com/a/dcsdk12.org/accounts-payable/travel-mileage>