

**SCHOOL DISTRICT OF MAYVILLE**

671.2-Rule(1)

**GENERAL REIMBURSEMENT PROCEDURES**

**A. Mileage**

The purpose of these procedures is to provide reimbursement for school employees and officers of the School District of Mayville who must use their own vehicles because of their teaching or job assignment or for attendance at meetings or other school business. This reimbursement shall be at the current federal reimbursement rate.

1. The use of a private vehicle must have prior approval of the principal or District Administrator and be related to school business.
2. Every effort must be made to schedule and use a school vehicle for school-related trips.
3. Each month, employees having mileage expenses will turn in an itemized list to the principal on forms provided by the school office, showing the days of the trip, the purpose of the trip and odometer readings. Any claims exceeding 45 days will be paid only after approval from the District Administrator.
4. The principal will approve or not approve the mileage and submit the request to the District Administrator for payment.
5. Each employee, before using his/her private vehicle to transport students, must file with the District Administrator, a certificate of his/her car insurance and meet other requirements as outlined in state law.

**B. Lodging**

When an employee is attending a professional District-sponsored meeting and is staying over night, the employee will pay (personally) the difference between the single and double room rate. The employee shall indicate the type of accommodation used and the difference in single/double rates on the expense reimbursement voucher.

APPROVED: November 11, 1968; December 15, 1969

ADOPTED: November 11, 1968; January 22, 1970

REVIEWED:

REVISED: October 21, 1974; August 25, 1979; September 17, 1979; November 3, 1980; January 6, 1986; October 7, 1991; December 18, 2000

Signatures of School Board Members:

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