

TITLE: IN-DISTRICT TRAVEL PROVISIONS		NUMBER: 520
Initiated by: SUPERINTENDENT ORR	_____ New	
Proposal Date: FEBRUARY 18, 1999		
Approval Date: MARCH 18, 1999	__X__ Revised	

Some employees of the district are required, by job description, to travel to different locations in the district in the course of a regular work day. Where an employee's private vehicle is used for such travel, federal regulations on reimbursement for such travel are followed. Therefore, the following applies:

1. The employee may not claim the actual miles traveled from home to arrive at the assigned district base site at the beginning of the contracted work hours. Nor may the employee claim the actual miles traveled from the final place of work to home at the end of the contracted work hours.
2. The employee may claim actual miles traveled between the initial assigned district base site and other locations of work in the district unless the travel follows the normal route from the initial base site toward the home of the employee.
3. Requests for reimbursement for in-district travel must be submitted on a monthly basis, using the district form provided.