

# ANTHONY INDEPENDENT SCHOOL DISTRICT

## DISTRICT ACCOUNTING BULLETIN #23: IN-CITY MILEAGE

### 23.0 IN-CITY MILEAGE GENERAL

The following are guidelines to be followed in accounting for and reimbursing employees for driving their personal vehicles on **required** District business in the city. Please refer to the employee and student travel guidelines located in District Accounting Bulletins #19A and 19B respectively, for additional information.

### 23.1 ACCOUNTING FOR MILEAGE

Principals or Directors who plan to reimburse employees for mileage must ensure that they have budgeted for said activity. Anthony Independent School District (AISD) is committed to tracking expenditures and as such all mileage reimbursements will be coded to class object 6411, sub object 01. Please check your budget to ensure that you have funds available for mileage reimbursement prior to making a commitment to reimburse.

### 23.2 MILEAGE REIMBURSEMENT CRITERIA

CAVEAT: The main criteria for determining eligibility rests with whether the travel is "**required**" in order for the employee to perform his or her duties.

The following guidelines are effective on September 1, 2006 and supersede any other guidelines that may have been in place prior to said date:

1. Employees **requesting** permission to attend a local seminar will not qualify for mileage reimbursement. In these cases, the District commits to paying for a substitute teacher and paying registration fees only.
2. To the extent that funds are available in the mileage reimbursement account, employees who are **instructed** to attend a training seminar may be eligible for mileage reimbursement.
3. To the extent that funds are available in the mileage reimbursement account, employees who are asked to use their personal vehicle, during the normal work day, for district business may be eligible to claim mileage reimbursement. In these cases, the principal or director must approve, in writing, the mileage reimbursement prior to the actual activity. Please note that the employee is not obligated to use his/her personal vehicle for district business.
4. To the extent that funds are available in the mileage reimbursement account, exempt (professional) employees who are **instructed** to work on weekends or holidays may be eligible for mileage reimbursement. In these cases, the principal or director must approve, in writing, the mileage reimbursement prior to the actual activity.
5. To the extent that funds are available in the mileage reimbursement account, reimbursement could be paid for travel from work site to work site, during normal work hours, but not to or from home. Travel to a required meeting or function from the normal work site could be considered reimbursable.
6. To the extent that funds are available in the mileage reimbursement account, reimbursement for parking fees may be submitted for reimbursement purposes. Receipts are required.
7. The District will not reimburse an employee for fines, driving or parking tickets. These types of expenditures are personal in nature and are the responsibility of the employee.
8. Employees who received mileage reimbursement during the 2005-2006 fiscal year should verify whether they qualify for mileage reimbursement in subsequent years. Employees are encouraged to solicit this verification from their respective principal or director.
9. Employees who use their personal vehicle to transport other employees and or students assume all liability in case of accident. AISD does not encourage, especially the transporting of students in personal vehicle, these practices.

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### 23.3 PROCESS

1. All in-city mileage reimbursements will be processed centrally through the travel office.
2. Principals and department directors are prohibited from reimbursing in-city mileage through other budgeted accounts or campus activity funds.
3. ***Federal/State Programs or Grants:*** Employees assigned to federal, state, or other grant projects that require local travel to meet the objectives of the program are reimbursed in accordance with the Federal/State policies in place at the time, provided that funds are available in the correct class and sub object.

### 23.4 IN-CITY MILEAGE REPORT

[Please refer to Anthony ISD Local Mileage Reimbursement Form]

1. Employees eligible for in-city mileage reimbursement must complete the Anthony ISD Local Mileage Reimbursement Form (available on-line). The form must be completed in its entirety. The Miles From, Miles To, and Workshop and/or Purpose (list specific destination and purpose) sections must include specific data (i.e., each stop needs to be documented individually). Ditto marks, etc. are not acceptable.
2. Mileage for workshop purposes **requires** that the employee submit a completion certificate for reimbursement purposes.
3. The campus or department's mileage reimbursement account must be recorded at the bottom of the form.
4. The employee requesting the reimbursement attests that the data provided on the form is accurate and that the miles claimed are actual miles traveled on official District business by signing the mileage report.
5. The principal or department director approving the reimbursement attests that the employee was on job "required" travel and eligible (see §23.2 above) for reimbursement by signing the mileage form. Furthermore, the administrator signing the mileage report also attests that the employee had his or her permission to travel on the District's behalf and that the miles claimed are reasonable and the account charged is accurate. Said administrator should review the mileage claimed by employees in his or her campus or department and all large or unusual claims resolved prior to submitting the form for reimbursement.
6. Anthony ISD Local Mileage Reimbursement Form for reimbursement must be filed monthly except in situations where the report does not total at least \$5. In this case, combine and submit the mileage with the following month's report.
7. Mileage reimbursements are submitted to the travel office at the end of the month and are payable on the 15<sup>th</sup> of the month following submission of the form.

### 23.5 REIMBURSEMENT RATE

The mileage reimbursement rate for local travel is equal to or less than the State rate that is determined by The State Comptroller. AISD's rate for 2006- 2007 is 40.5¢.

**APPROVED:**

**AISD Leadership Team  
August 29, 2006**