

Subject: Auto Allowance and Mileage Reimbursement Policy

Effective Date: March 09, 2007

Approved By: Board of Directors

Policy: It is the Board's policy to reasonably provide financial assistance to employees in certain positions which require excessive driving of the employee's private vehicle for legitimate business purposes. This policy is to establish a standard for auto allowance and mileage reimbursement, including which positions are eligible for a monthly auto allowance and which are eligible to be reimbursed for business-related mileage.

The Executive Director shall exercise due care to ensure that auto allowance and mileage reimbursement do not exceed the Board's established maximum budget in any fiscal year. All auto allowances and mileage reimbursement shall be approved in advance by the Executive Director.

As employees are eligible to receive tax benefits for un-reimbursed business use of a private vehicle, above and beyond the employee's regular daily commute, it is the intention of the Board by this policy to preserve School resources and provide only nominal financial assistance for such circumstances. The Board requires that employees eligible to request mileage reimbursement take all reasonable steps to ensure that expenditures are minimal (i.e., carpooling to business events with other employees, utilization of telephonic or Web-based technology to attend distance meetings and conferences, etc.).

Procedure:

On an annual basis, auto allowances of no more than \$500 per month may be granted by the Executive Director to any employee in a management position. The Executive Director shall base the amount of the monthly allowance on an estimate of the minimum amount of monthly use of the employee's personal vehicle for business purposes expected.

Non-management employees are not eligible for Auto Allowances.

Non-management employees, and management employees who do not receive an approved Auto Allowance, may request mileage reimbursement for approved business use of the employee's personal vehicle or a vehicle leased or rented by the employee, with the following limitations and conditions:

Mileage reimbursement may only be requested for attendance of special meetings as required by the school and pre-approved by the Executive Director or designee.

Teachers are not eligible to request mileage reimbursement for meetings with families, normal travel to school sites, and regular monthly staff meetings. The Board has factored

a reasonable amount of business use of the employee's personal vehicle as a component of teacher's compensation.

Approved reimbursement will be paid according to the rate per mile approved by the Board for the current school year.

In order to receive reimbursement the employee must submit an expense form with a completed mileage log. Additionally, the employee must print and attach a GPS mapping system map showing the start and finish point and calculating the total mileage, according to GPS standards. The employee may not request reimbursement for more miles than calculated by GPS mapping standards, regardless of actual mileage driven (e.g., the school will not reimburse the employee for taking a route different than that shown on the GPS mapping system print-out).

If two or more passengers share an automobile only the owner/lessee of the vehicle may claim reimbursement for mileage.

Eligible employees may only request reimbursement for the total miles driven on School business, less the employee's normal daily commute.

Original Policy 02/27/01
Revised Policy 03/09/07