



JCS-Inc. Administrative
Regulations

4002.2 Auto Allowance and Mileage Reimbursement Administrative Regulations

Effective Date: 05/08/2020

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 the teachers' 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 complete the online expense report in the JCS-Inc. Vendors Program and attach 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 (JCS, Inc. 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 Procedure: 02/27/01

Revised Procedure: 03/09/07

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