

Effective July 2026 Mileage rate=.76 cents per mile

Total this page \$ _____

(Required) Employee Signature

If PDC Grace Green or Dorean Dow Signature and Date (Required)

1. Send to Keri Speh at the NAC after form is complete and all appropriate Supervisor(s) have signed
2. DEADLINE DATE - Last working day of the month
3. ORIGINAL travel expense forms required
4. ORIGINAL, ITEMIZED receipts for meals/supplies are required. No alcohol on receipts.
5. Charge code to be completed by employee or supervisor.
6. Please submit at least every 3 months.
7. Use the building codes (ex. D-E-D shows a round trip : D-E shows one-way) when possible or write actual mileage driven.
8. Mileage from previous fiscal year will not be approved.
9. Form will be returned to you if not filled out correctly.
10. Outside district travel - read # 2 of regulation on back of form to figure mileage correctly.
11. Include Mapquest or other paperwork showing mileage for all travel not building to building.

Amounts shown are for round trips and one-way trips from designated buildings.
Rate effective July 1, 2026

\$ 0.760

<u>Code</u>	<u>Location</u>	<u>Code</u>	<u>Location</u>
A =	Murphy Elementary	F =	Early Childhood Center
B =	Brennan Woods Elementary	G =	Cedar Hill Intermediate
C =	Woodridge Middle School	H =	Maple Grove Elementary
D =	High Ridge Elementary	I =	Cedar Springs Elementary
E =	Valley Middle School, Admin Office and HSE	J =	Northwest High School

Round Trip Allowance

A To:	B = \$ 2.89	C \$ 3.65	D \$ 6.69	E \$ 11.78	F \$ 15.35	G \$21.13	H \$ 26.75	I \$ 14.29	J \$ 18.85
B To:	A = \$ 2.89	C \$ 2.13	D \$ 4.56	E \$ 9.65	F \$ 13.22	G \$19.15	H \$ 24.62	I \$ 12.16	J \$ 16.72
C To:	A = \$ 3.65	B \$ 2.13	D \$ 3.34	E \$ 8.51	F \$ 11.25	G \$17.78	H \$ 23.41	I \$ 12.01	J \$ 15.66
D To:	A = \$ 6.69	B \$ 4.56	C \$ 3.34	E \$ 5.85	F \$ 9.04	G \$15.20	H \$ 20.98	I \$ 8.36	J \$ 12.92
E To:	A = \$ 11.78	B \$ 9.65	C \$ 8.51	D \$ 5.85	F \$ 2.51	G \$10.64	H \$ 16.19	I \$ 3.57	J \$ 8.21
F To:	A = \$ 15.35	B \$ 13.22	C \$ 11.25	D \$ 9.04	E \$ 2.51	G \$10.79	H \$ 16.42	I \$ 3.80	J \$ 8.36
G To:	A = \$ 21.13	B \$ 19.15	C \$ 17.78	D \$ 15.20	E \$ 10.64	F \$10.79	H \$ 6.69	I \$ 7.45	J \$ 1.98
H To:	A = \$ 26.75	B \$ 24.62	C \$ 23.41	D \$ 20.98	E \$ 16.19	F \$16.42	G \$ 6.69	I \$ 12.92	J \$ 8.66
I To:	A = \$ 14.29	B \$ 12.16	C \$ 12.01	D \$ 8.36	E \$ 3.57	F \$ 3.80	G \$ 7.45	H \$ 12.92	J \$ 5.47
J To:	A = \$ 18.85	B \$ 16.72	C \$ 15.66	D \$ 12.92	E \$ 8.21	F \$ 8.36	G \$ 1.98	H \$ 8.66	I \$ 5.47

One - Way Trip Allowance

A To:	B = \$ 1.44	C \$ 1.82	D \$ 3.34	E \$ 5.89	F \$ 7.68	G \$10.56	H \$ 13.38	I \$ 7.14	J \$ 9.42
B To:	A = \$ 1.44	C \$ 1.06	D \$ 2.28	E \$ 4.83	F \$ 6.61	G \$ 9.58	H \$ 12.31	I \$ 6.08	J \$ 8.36
C To:	A = \$ 1.82	B \$ 1.06	D \$ 1.67	E \$ 4.26	F \$ 5.62	G \$ 8.89	H \$ 11.70	I \$ 6.00	J \$ 7.83
D To:	A = \$ 3.34	B \$ 2.28	C \$ 1.67	E \$ 2.93	F \$ 4.52	G \$ 7.60	H \$ 10.49	I \$ 4.18	J \$ 6.46
E To:	A = \$ 5.89	B \$ 4.83	C \$ 4.26	D \$ 2.93	F \$ 1.25	G \$ 5.32	H \$ 8.09	I \$ 1.79	J \$ 4.10
F To:	A = \$ 7.68	B \$ 6.61	C \$ 5.62	D \$ 4.52	E \$ 1.25	G \$ 5.40	H \$ 8.21	I \$ 1.90	J \$ 4.18
G To:	A = \$ 10.56	B \$ 9.58	C \$ 8.89	D \$ 7.60	E \$ 5.32	F \$ 5.40	H \$ 3.34	I \$ 3.72	J \$ 0.99
H To:	A = \$ 13.38	B \$ 12.31	C \$ 11.70	D \$ 10.49	E \$ 8.09	F \$ 8.21	G \$ 3.34	I \$ 6.46	J \$ 4.33
I To:	A = \$ 7.14	B \$ 6.08	C \$ 6.00	D \$ 4.18	E \$ 1.79	F \$ 1.90	G \$ 3.72	H \$ 6.46	J \$ 2.74
J To:	A = \$ 9.42	B \$ 8.36	C \$ 7.83	D \$ 6.46	E \$ 4.10	F \$ 4.18	G \$ 0.99	H \$ 4.33	I \$ 2.74

Adopted: May 2003

Revised: 07/05, 07/07, 08/08, 09/08, 08/09, 04/10, 03/14, 03/17, 01/20, 01/21, 01/22, 07/22, 01/23, 04/23, 01/24, 01/25, 01/26, 08/26

FINANCIAL OPERATION

Regulation 3440

Travel Expense Allowance

Reimbursement Policies

Upon approval of the Superintendent, employee may be authorized to attend conferences, meetings, conventions, etc. When full expenses are allowed, they shall be deemed to include registration, transportation fees, lodging and meals. Each employee allowed travel expense shall file with the Superintendent/designee an itemized account of expenses; he/she may request an advance or estimated expenses subject to adjustment upon filing of the itemized account. Each employee shall submit to the Superintendent/designee such other reports as required. The Superintendent may authorize attendance at professional meetings by staff members, Board members, and others working on School District matters, and may approve reasonable expenditures that include an amount set annually by the Board for lodging, travel expenses and applicable registration fees. The Superintendent shall notify the Board of the date and purpose of the event for which such approval is granted, name(s) of person(s) attending and cost to the District. Reimbursement Policies

1 Mileage reimbursement is not authorized between home and office/base school.

2 Employees who travel directly from home to other than office/base school on official business are entitled to a mileage allowance of the distance in excess of that from home to office/base school. The same policy is applicable to return trips. In this case a reimbursement request must show that all mileage excludes round trip mileage from home to office/base school.

3 Employees who travel from school to school on official duty are authorized mileage from the first to the last school visited subject to the restrictions outlined in the paragraph above.

4 When transportation is performed by a privately owned vehicle, mileage is authorized at an annually determined rate, subject to provisions of the paragraph below. The mileage will be paid at the existing mileage rate.

5 When private transportation can be pooled, the driver of the vehicle is authorized reimbursement at the annually determined rate. When transportation pooling is not desired by the individuals concerned, each traveler will be limited to an equal share of the annually determined rate per mile.

6 In performing necessary local travel, personnel will use the most direct well-traveled route between any two points. Claims for mileage reimbursement will be for actual miles driven based on odometer readings.

7 The district will reimburse itemized meal expenses which do not exceed **\$59.00 per day**. When itemized receipt is greater than the amounts stated, the District will only reimburse for the stated maximum amount.

8 When reporting to different buildings on district professional development days, opening day or any days when your full workday is spent at another building, but within the district, this building will be considered your work base for the day and travel will not be reimbursed.