

REGULATIONS & GUIDELINES FOR EMPLOYEE MILEAGE REIMBURSEMENT REQUESTS

TO ENSURE THAT THE SCHOOL DEPARTMENT IS IN COMPLIANCE WITH THE IRS REGULATIONS, ALL REQUESTS FOR MILEAGE REIMBURSEMENT WILL NEED TO:

- be submitted on the NEW ***“Mileage Reimbursement Log”*** **
Please discard any copies of the previously used mileage reimbursements forms
- be submitted within 30 days
For Example, mileage requests for the month of September need to be submitted no later than November 1st
- include your destination and purpose for travel
- use the ***“District-wide mileage chart”*** ** when calculating mileage entries from school to school within the district
- include documentation (a report from MapQuest or some other navigation tool) to substantiate **ALL** mileage entries for destinations that are **NOT** included in the ***“District-wide mileage chart”*** **

Please note: Total mileage from MapQuest reports should be calculated using the exact mileage shown on the supporting documentation (Do not round up or down).

** Available on www.cpsd.us under the Financial Forms