

## Within District Travel Mileage Reimbursement Regulation

### Recommendations:

- Effective September 1, 2009, the District will reimburse actual mileage on a mileage rate basis (.50 cents per mile effective 1-1-10 and .55 cents per mile, September 1, 2009 through December 31, 2009). All travel allowances will be discontinued as of August 2004 and actual mileage will be reimbursed on an as traveled basis.
- The District mileage form with supervisor's signature (see DEE-A Exhibit) should be submitted to Finance for reimbursement once a month if \$40 or more worth of travel has accumulated; if less than \$40 worth of travel in one month, submit reimbursement every 2 months.
- Within District travel mileage will be reimbursed for certain qualifying positions. This rate includes an allowance for gas, wear and tear, and maintenance on vehicles.

### Eligibility for Mileage:

- Job description of employee
- Amount of required daily or weekly travel of employee within the District
- Position/salary of employee
- The following is a list of qualifying (eligible for mileage reimbursement) and non-qualifying (travel included in salary) positions:

#### Qualifying Positions

Social Workers

Computer Techs

Truancy Officer/Caseworker

Mentor Program Facilitator

Physical Therapist

Speech Therapist

Director of Maintenance

Director of Food Service

Director of Nursing

Psychologist (LSSP)

Occupational Therapist

Diagnosticians

COTA

Teachers/Coaches/Counselors/Aides/Librarians/Nurses/Coordinators (if travel is between campuses during the same day)

Other positions based upon eligibility

Curriculum Specialist

#### Non-Qualifying Positions

Directors/Dept Heads (except for Food Service, Nursing and Maintenance)

Principals

Assistant Principals

### Reasons:

1. Better accountability of actual travel by District employees.
2. Better accountability of location and work performed/time spent at each location by District employees.

### Note:

Travel outside Wichita Falls ISD is requested, approved and reported on "Wichita Falls ISD Travel Request" form. The mileage rate is .50 cents per mile (effective 1-1-10); hotel rate is \$85.00 per night; and meal reimbursement is \$30 daily maximum (\$6 for breakfast, \$9 for lunch, and \$15 for dinner).

All employees eligible for mileage reimbursement must provide a copy of their driver's license and personal insurance to the Risk Manager.