

Mileage Reimbursement Guidelines

Mileage for use of a privately owned vehicle (POV) and associated costs, such as public transportation, tolls, and parking, are reimbursable to employees. Examples include travel associated with administrative meetings, trainings, conferences/seminars, and off-site activity supervision.

Mileage To and From Sites During a Workday:

Mileage will be reimbursed for the distance between the employee's daily site assignment and the location of the function being attended. Mileage is based on the standard miles of the "shortest route" as indicated by commercially available websites providing driving directions (i.e. Mapquest).

Example 1:

An employee travels from PHS to DCHS for a meeting. The employee then travels to RCHS to supervise a night activity. After this supervision the employee goes home. The employee would be eligible for the following mileage:

PHS to DCHS – 12 miles

DCHS to RCHS – 15 miles

RCHS to Home – NOT reimbursable

Total Mileage – 27 miles

Example 2:

An individual starts their day at a meeting at RCHS and then proceeds to PHS for the rest of their work day. The employee would only be eligible for the mileage from RCHS to PHS as the first place of business in the morning is considered their site assignment for that day. Therefore, employees taking an all day class at the UCC would not charge mileage for that day if they did not ALSO report to their normal site for that day.

The only exception to this rule is if an employee departs from their residence on a normal work day and the miles they drive for that day's site assignment are in EXCESS of their normal daily commute.

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Mileage Reimbursement Guidelines Cont'd

Example 1:

An employee's normal commute is from Castle Rock to PHS at approximately 8 miles. If that employee stops for a meeting at Franktown Elementary, they cannot claim mileage as the distance is less than what they would normally drive. If the employee has to drive from Castle Rock to CHS, then they can claim the additional mileage between PHS and CHS.

Example 2:

An employee's normal commute is from Castle Rock to PHS at approximately 8 miles. The employee drives to Denver for a conference for the day which is 30 miles from home each way. The employee can charge for 22 additional miles each way ($30-8=22$) as they are in excess of the daily commute.

Weekend and Evening Travel:

Mileage and related expenses are also allowable for weekend and evening travel. An example is evening supervision of an athletic event such as a football game. When an employee departs their residence on a weekend or evening, the employee will be reimbursed based on the distance from the employee's residence to the location. However, this travel expense should not be noted as "home" on the mileage reimbursement sheet, but rather listed as the town of the employee's residence (i.e. Castle Rock, Parker, etc.)

Parking and Tolls:

Employees may be reimbursed for parking; however, the most economical means must be utilized. Garage or valet parking will NOT be reimbursed, unless a special need justifies this sort of parking. Tolls incurred while traveling via personal vehicle are a reimbursable expense. Employees must provide receipts for reimbursement and submit those receipts with their mileage reimbursement request.

Mileage reimbursement and expense reimbursement should be submitted no less than once a quarter per school year. *Mileage reimbursements cannot be claimed through Petty Cash. When submitting ONLY expenses/receipts, the receipts should be reimbursed through Petty Cash (if under \$50.00) or submitted on a Pay Voucher (if over \$50.00).*