

POLICY 3412
MILEAGE REIMBURSEMENT

The School Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the District and employees, District guidelines shall be observed for eligibility for mileage reimbursement.

LEGAL REF.: Wisconsin Statutes

Sections 118.21(1) [Teacher travel reimbursements]
118.24(2)(e) [Administrator travel reimbursements]
120.16(2) [Disbursements from district treasury]

CROSS REF.: 3514 Use of Privately Owned Vehicles to Transport Students
3900 Insurance Management
4370 Professional Learning
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 22, 2000

REVISED: October 28, 2003
March 28, 2017

RULE 3412
MILEAGE REIMBURSEMENT

To use a personal vehicle for school purposes, the employee must have the written permission of the Superintendent of Schools/designee and must have on file a current driver license and proof of insurance. Additional requirements apply when transporting students in private vehicles, consistent with established Board policy.

Employees so authorized to use their personal vehicle for school business purposes may claim mileage reimbursement from the District at the rate established by the Internal Revenue Service. The District shall assume no responsibility for liability in case of accident, unless the employee has the authorization described above. The individual's own insurance is primary coverage in case of an accident and the school's liability insurance is secondary.