



Section: 400

Policy: 012

FCS Council Approved: February 7, 2023

Mileage Reimbursement Policy

1. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for the use of their own vehicle for travel to/from staff meetings that are not at the employee's normal work site. All other mileage reimbursement must be pre-approved School-related travel. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
2. All employees requesting mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees, and tolls within one month after the travel date, supported by receipts, as applicable.
3. The employee's commute to work is not eligible for mileage reimbursement. Mileage reimbursement will be calculated by the lesser distance to/from the assigned work location to the site traveled OR to/from your residence to the site traveled, whichever is less.
4. When two or more employees are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of traveling employees and business needs of the School. If an employee chooses to use a separate private vehicle because of personal preferences or obligations, h/she shall not be eligible for mileage or fuel reimbursement for the travel unless the School determines that reimbursement is appropriate and justified.
5. If an employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the School because of personal preferences or obligations, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation unless the School determines that the additional reimbursement is appropriate and justified.