

Muscatine Community School District

Request for In-district Mileage Reimbursement

1. Name of Employee Requesting Payment:	2. Employee No. of requesting party:
3. Budget Code:	4. Name of fund source to be charged:
5. Administrator/Supervisor	6. Name of Department/Program to be charged
7. Date of Request	8. Period of Expenses: From: _____ To: _____

Submit your requests on a timely basis

9. Mileage Payment Requested:

**Rates may vary; currently they are @ \$.475/mile (as of January 1, 2020)

Facility "A" to "B"		Miles/ Trip	Sub-total # trips/period	Reimbursable Miles	\$ Payable this Request
FROM:	TO:				
TOTALS					

10. Signature of employee requesting payment: I certify and attest that the claim above is a fair and accurate claim according to my contract.	11. Signature of supervisor approving payment: I certify the claim above has been budgeted and funds are available for this payment.
_____ Date Signature	_____ Date Signature

*Lines 1,2,3,8,9,10 & 11 are mandatory. - ***Incomplete forms will be returned.***

** Mileage rate determined by 703.06AP Travel Allowance Administrative Procedures. See reverse side

703.06AP

Travel Allowance – Administrative Procedures

The following procedures are established for purposes of administering board policy 703.6. These procedures shall be periodically reviewed to assure that they have kept pace with inflation and applicable I.R.S. and state practices.

1. Mileage:

1) Mileage reimbursement is determined by using the Internal Revenue Service mileage reimbursement rate less \$0.10 or the State of Iowa mileage reimbursement rate for driving a privately owned motor vehicle for state business whichever is greater. (subject to board modification).

1. Employees entitled to in-district reimbursement for mileage shall be paid at the Board approved rate/mile. They must submit claims not less than five working days after the close of each semester.

2. Certified Administrators are not typically reimbursed for local travel. When it is necessary to travel outside the district, administrators must complete a request to travel form. Out of district, mileage shall be paid at the Board approved rate. Administrators must complete these forms and submit them to their immediate supervisor -superintendent for approval. Claims must be submitted so that the employee can be paid in the correct fiscal year.

3. Some administrators must travel a great deal for their jobs, in such cases the district issues stipends for set amounts of mileage per year at the Board approved rate. Please see the certificated or classified professional's contract addendums for the specifics. In such cases if travel logs are kept the mileage will be issued as non-taxable monies, but if the stipends are issued without mileage logs the mileage will be submitted to the IRS as a taxable benefit. Claims must be submitted so that the employee can be paid in the correct fiscal year.