

Mileage Reimbursement Procedures

Completing the Form

Itinerant staff who travel to other buildings on Keystone business will be reimbursed at the current state rate. Staff seeking reimbursement must report their mileage on the monthly “Expense Voucher” form.

Travel Code “A” is for service to special education students and should be listed in the column marked “Reason” for the following: Teacher travel directly related to providing special education and related services to exceptional children.

Travel Code “B” (Other) should be used for the following: Inservice, workshops, or other professional meetings, transportation of media center materials and supplies, etc.

Staff who do not have codes completed may have their form returned which may cause a month delay in reimbursement. Please mark “A” or “B”.

Mileage Reimbursement Guidelines

Activities *outside of the Keystone area* will be reimbursed in the following manner:

Employees may claim mileage from home and back. Mileage reimbursement for conferences must be claimed on the “Conference Expense Voucher” form, and not on the monthly “Expense Voucher” form.

Example 1: A teacher lives in Topeka and drives from home to an all-day workshop in Lawrence. Mileage may be claimed from the teacher’s home to Lawrence and back.

Example 2: A teacher lives in Atchison and drives to a Keystone workshop held in Lecompton. No mileage will be reimbursed.

Activities *within the Keystone area* will be reimbursed in the following manner:

Employees may not claim mileage from home to their first work location of the day, or from work to home at the end of the day. Travel to the central office, or another school during the workday is reimbursable.

Example 1: A teacher assigned to Valley Falls and Oskaloosa may claim mileage between these 2 buildings during the day, but may not claim mileage from home to school or school to home.

Travel for *after school meetings* will be reimbursed from the employee's school to the meeting location and then back to the employee's school or home (whichever is closer.)

Example 1: A teacher living and teaching in Oskaloosa attends an after-school inservice in Lecompton. The teacher may claim mileage from Oskaloosa to Lecompton and back to Oskaloosa.

Example 2: A teacher living in Oskaloosa and teaching in Effingham attends an after-school inservice in Lecompton. The teacher may claim mileage from Effingham to Lecompton and from Lecompton back to the teacher's home in Oskaloosa.

Note: Itinerant staff must determine a "home school" or "base" and this must be constant throughout the school year. The above reimbursement guidelines will then apply.

Where/When to Send the Reimbursement Form: Send completed Mileage/Expense vouchers *with applicable receipts* to the Keystone Office in Ozawkie, Attention: Accounts Payable. Vouchers must be turned in on the first day the media route runs of each month or payment may be delayed until the following month. Vouchers and accompanying receipts may also be mailed in. End of school year vouchers for the current school year must be turned in by June 5th. Failure to do so may result in non-reimbursement of expenditures.

*Keystone is a tax-exempt agency. Employees will not be reimbursed for sales tax.