

**BOARD POLICY: MILEAGE REIMBURSEMENT**

**6150**

Section A

The Board of Education of District #225 believes that it is appropriate to reimburse members of the teaching staff for automobile expenses incurred when they are required to move from one school to the other to fulfill the responsibilities of their assigned duties.

Section B

Teachers who are assigned to instruct in both high schools are eligible for mileage reimbursement for traveling in their own vehicle from their initial assignment in one building to a second instructional site. Mileage reimbursement will also be paid when it is necessary to return to the building where their initial teaching assignment occurs each morning for purposes of all-school faculty meetings, departmental meetings or any other meeting called or sanctioned by the building principal between the hours of 8:00 a.m. and 4:00 p.m.

Section C

Teaching staff who are required to leave their assigned building to solicit and secure work opportunities for students enrolled in work/study programs and who must meet with employers who assist in evaluating the student's progress in the program are eligible for mileage reimbursement.

Section D

Teachers employed on a continuous school term basis and employees who must make home visitations are eligible for mileage reimbursement.

Section E

Reimbursement shall be at the IRS rate.

Approved: November 20, 1978

Revised: August 21, 2000