

Business and Non-Instructional Operations**Auxiliary Services****Reimbursement to Staff Members Transporting Student To and From District Sponsored Events**

Staff members who use their own vehicles to transport district students to and from district sponsored events will receive a mileage reimbursement subject to the following conditions:

1. The use of the private vehicle is in lieu of a district paid bus.
2. The staff member has received prior approval for the trip from the building principal/designee.
3. All required forms have been completed and are on file in the school office prior to the date of the trip.

Reimbursement will be made for only the mileage traveled between the school building and the event and the subsequent return to school, unless prior approval for added travel has been given by the building principal/designee.

Payment for the transportation will be made by the Business Office through a general fund check after the regular Board of Education monthly meeting.

Policy Approved: July 13, 1995

Policy Revised: December 20, 2015