

Board Policy Document

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**STAFF PERSONNEL**

Series 400

**Policy Title: Employee Transportation Reimbursement (Expenses)**

**Code Number: 431.05**

The District shall establish and periodically review the rate it will use to reimburse employees for approved transportation costs (rate per mile). District employees who use their personal vehicles in the course of conducting District business may claim reimbursement, preferably on a monthly basis. Transportation costs between work and home are not reimbursable. The rates shall be in accordance with collective bargaining agreements or as established by the Board where no agreement exists.

**Method of Transportation**

Out of district transportation shall be (1) by common carrier when such transportation is available and serves the individual's time schedule; or (2) by private automobile. If the individual chooses to go by private automobile (where transportation by common carrier may be more appropriate), the maximum transportation cost shall not exceed the cost of economy/coach class of the common carrier. Multiple employees traveling to a common destination are encouraged to carpool when convenient and practical.

**Exceptions**

The Superintendent with permission of the Board President may approve requests that exceed the authority limits for unique circumstances beyond the control of the employee.

First Adoption: February 14, 1995  
Revision Adoption: March 9, 1999/February 20, 2006  
Legal Reference: