

Sparta Area School District

Article 318 - Intra-District Mileage

All staff members are expected to provide their own transportation to and from their assigned work site without compensation for mileage. Mileage between buildings that results from their assigned duties is eligible for paid mileage.

Staff members who report to their initial assigned worksite and then travel by personal vehicle to another assigned building may claim mileage from their previous work site. Mileage for use of personal vehicles will be reimbursable at \$.10 less than the IRS rate (rounded down to the nearest penny).

Examples: Employee reports to Maplewood (assigned station) by 7:30 a.m. and then goes to Cataract, may collect mileage to Cataract. If the employee reports directly from home to Cataract by 7:30 a.m. he/she may not collect mileage to Cataract.

Legal Reference:

Cross Reference: Article 317 – Expenses for Staff
District Expense Form

Approved:

Revised: October 23, 2007
May 18, 2010