

## Support Staff Mileage Reimbursement

I, \_\_\_\_\_, am assigned as a support employee to use my own personal vehicle for transportation from one work location to another work location and then back to the original work location or to use my own personal vehicle for District business. I agree to be reimbursed as listed below for the 2023-2024 school year divided into equal payments each month following receipt of form.

Finance Secretary ..... \$350.00  
Custodian/Maintenance/CN/LPC/LPC-C (2 sites) ..... \$350.00  
Custodian/Maintenance/LPC/LPC-C (3 sites) ..... \$600.00  
Custodian/Maintenance/LPC/LPC-C (over 3 sites) ..... \$800.00

On a daily basis I am required to travel between the following sites:  
**(A Supervisor must sign)**

1. \_\_\_\_\_  
Supervisor Signature

2. \_\_\_\_\_  
Supervisor Signature

3. \_\_\_\_\_  
Supervisor Signature

4. \_\_\_\_\_  
Supervisor Signature

5. \_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Certified Staff Mileage Reimbursement

I, \_\_\_\_\_, am assigned as a teacher to two or more buildings on a daily basis as part of my teaching contract and use my own personal automobile to travel between buildings. I agree to be reimbursed as listed below at the end of the 2023-2024 school year. The reimbursement will be in accordance with the IRS allowable rate.

- Two sites daily - \$500
- Three sites daily - \$1,000
- Four sites daily - \$1,500
- Five sites daily - \$2,000

On a daily basis I am required to travel between the following sites:  
(each Principal must sign)

- |          |                              |
|----------|------------------------------|
| 1. _____ | _____<br>Principal Signature |
| 2. _____ | _____<br>Principal Signature |
| 3. _____ | _____<br>Principal Signature |
| 4. _____ | _____<br>Principal Signature |
| 5. _____ | _____<br>Principal Signature |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date