

Adopted: April 23, 1985  
Revised: November 13, 2001  
Reviewed: November 9, 2015 [Routine Review]  
Contact Person: Executive Director of Finance and Support Services

## **POLICY 702.3      PERSONAL VEHICLE EXPENSE**

### **I.      PURPOSE**

To provide guidelines for reimbursement for required travel in a personal vehicle on District business.

### **II.     GENERAL STATEMENT OF POLICY**

The District recognizes the need for staff to periodically use their personal vehicles for travel related to District business. Reimbursement for required travel in a personal vehicle will be made at the standard mileage rate for businesses as set by the Internal Revenue Service. This reimbursement does not cover travel in a school vehicle.

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## **REGULATION 702.3      PERSONAL VEHICLE EXPENSE**

### **I.      DEFINITIONS**

- A.      “Personal Vehicle Expense” is defined as mileage traveled on District business in a staff member’s personal vehicle. This does not include any travel in a school vehicle. Commuting expenses between the staff member’s residence and school buildings are never reimbursable. Travel by staff to committee meetings is a reimbursable expense. Travel for paid extra assignments is not reimbursable.
- B.      “Personal Vehicle Expense Reimbursement Rate” – Reimbursement for required travel in a personal vehicle will be made at the standard mileage rate for business as set by the Internal Revenue Service business auto use rate. Change in rate will be effective at the beginning of the quarter following notification of a change by the IRS.

### **II.     PROCEDURE FOR PAYMENT**

- A.      A mileage reimbursement form for personal vehicle expense should be used to claim expense for required travel in a personal vehicle.
- B.      The form must include a description of the travel and the recorded miles traveled. A mileage chart is provided on the back of the form for in-district travel. The claim must include the amount to be reimbursed and an accounting code.
- C.      The immediate supervisor should approve the claim and send it to the Business Office for processing for payment.
- D.      This form should be submitted monthly to the Business Office for processing for payment. Year-end claims should be submitted by July 15.

### **III.    INSURANCE LIABILITY**

- A.      It does not matter whether the staff member was at fault or not, the District’s insurance program will not cover the physical damage to the staff member’s car. Any damage done to the staff member’s car needs to be covered by his/her own personal insurance policy.

- B. Regarding liability from damage or injury to a third party, the owner of the vehicle has the “primary” responsibility. That being said, if a staff member gets in an accident in his/her vehicle on company time and is at fault, the staff member’s insurance policy will respond first (primary).
- C. If the claim or lawsuit is extensive, the District’s policy will protect the employee and the District on a secondary basis under the District’s commercial automobile policy, in the event the staff member’s limits run out.
- D. The District has the same limits of insurance (including the Umbrella), to protect as if it was a District-owned vehicle.