



## Mileage Reimbursement Instructions

- Mileage is only reimbursed when it is required to perform the duties of your instructional assignment.
- Complete and sign the mileage tracking form.
- Forward the completed form and a copy of your insurance identification card to your Administrator/Supervisor for approval. (by law you must provide a current copy of your insurance ID card with each request for reimbursement)
- Administrator/Supervisor will approve, sign and initiate processing of the PO at the school level.
- All paperwork will be forwarded to the board office attached to the PO requisition. PO will be printed at the board office, and the white voucher copy will be forwarded to you for signature if the PO is over \$150.
- The goldenrod copy of the PO will be forwarded to the issuer of the PO. It also must be signed and returned to the board office.
- When all above items are complete and received in the board office, the PO will be prepared for payment on the next available bills list and a check will be sent to you after approval at the Board of Education meeting for that month.

**\* \* \*Please submit your request for reimbursement in a timely fashion. Any requests for mileage that has occurred during the school year (7/1 - 6/30) must be submitted for final payment no later than July 15 of that year. Any requests received after the deadline of July 15 will not be honored.**