

POLICY

2017

6570

Personnel

SUBJECT: USE OF PERSONAL VEHICLES FOR SCHOOL BUSINESS

Employees who use personal vehicles for school business shall be reimbursed mileage at the established rate upon the receipt of an itemized claim form.

Such reimbursement will take place only if the personnel involved had received prior approval for the use of their automobile from the Superintendent of his/her designee.

Adopted: 1990
Revised: 1/9/17