



## INSTRUCTIONS FOR IN-DISTRICT MILEAGE REPORTING

- Record beginning/ending mileage as well as total mileage, OR record the beginning/ending destinations, OR if traveling between schools enter the name of the site, i.e. Roosevelt to Pelican
- DO NOT round mileage up or down to a whole number but record each entry to the tenth place, i.e. Pondo to KU is 1.1 miles
- Use In-district mileage chart (below) for calculating travel. These are the figures that the business office will use to verify your travel. The beginning point of travel is from your school to the other school.
- DO NOT project future dates of travel. We can only pay for travel that has already occurred.
- DO NOT record mileage for non-work days – holidays, sick days, vacation, etc. (This will be compared to payroll/timesheet information).
- If sheet does not auto-calculate, please tabulate the total mileage by either using the Sum Key OR use an adding machine to and attach the tape to the back of the report for verification.
- The administrator must review and approve/sign the form as well write the account number to pay from. Failure to do so will result in the form being returned so this can be done, resulting in a delay of payment to the member.
- Mileage should be turned in each month, or every three months at the very most.
- DO NOT wait until the end of the school year to turn in mileage for the entire year.
- Please note that the fiscal (accounting) year ends June 30. All mileage forms should be submitted no later than the first week of July for payment. Any forms received after that time may not be paid.
- Reimbursement for mileage will be made to the employee via direct deposit if that employee has established direct deposit for their salary/paycheck. Otherwise a check will be issued and sent to the employee at their work location.

rstrom

<b>In-District Mileage Chart (One-Way)</b>								
<b>2018</b>								
	<b>Conger</b>	<b>Mills</b>	<b>O'Neill</b>	<b>Pelican</b>	<b>Ponderosa</b>	<b>Roosevelt</b>	<b>KUHS</b>	<b>Warehouse</b>
<b>Conger</b>		2.1	3.5	1.6	2.0	2.0	1.3	2.3
<b>Mills</b>	2.1		1.3	3.4	1.0	1.2	1.0	1.3
<b>O'Neill</b>	3.5	1.3		4.6	1.6	2.6	2.3	1.5
<b>Pelican</b>	1.6	3.4	4.6		3.1	3.0	2.4	3.4
<b>Ponderosa</b>	2.0	1.0	1.6	3.1		1.0	1.1	0.5
<b>Roosevelt</b>	2.0	1.2	2.6	3.0	1.0		0.8	1.3
<b>KUHS</b>	1.3	1.0	2.3	2.4	1.1	0.8		1.7
<b>Warehouse</b>	2.3	1.3	1.5	3.4	0.5	1.3	1.7	

The IRS sets the standard mileage rate for transportation or travel expenses for all miles of business use (business standard mileage rate).

The IRS rate of mileage is 54.5 cents per mile for travel beginning Jan. 1, 2018. (For travel that occurred in 2017 the rate was .535 cents per mile.)