

PLAINFIELD PUBLIC SCHOOLS**MILEAGE REIMBURSEMENT**

The Board of Education will reimburse employees at the current rate per mile permitted by the Internal Revenue Service regulations, for use of their personal vehicle on school business unless prohibited by specific contract language. This reimbursement must be authorized by the immediate supervisor.

Submission of the request for reimbursement is encouraged on a monthly basis. The request may not be submitted for any period longer than the previous three months. Failure to submit as requested will result in the denial of the reimbursement for the period beyond three months.

Adopted: 6/13/90
Revised: 8/14/94
Revised: 2/12/03
Revised: 11/02/05
Revised: 06/08/11
Revised: 05/14/14