

## **Mileage Expense**

Employees of the LSC who are regularly expected to meet commitments in more than one building will be reimbursed at the rate established by the Board of School Trustees. Employees who have been certified by the Superintendent will present to their Administrative Directors, by the 15th day of each month, the State Board of Accounts Form #101. Reimbursement will be made within two days after the first regular meeting of the Board of School Trustees the following month.

Reimbursement for automobile mileage is based upon the premise that the established schedule or nature of the individual's work demands that the employee travel from place to place within the course of the work day.

A mileage chart, showing actual distances between in-corporation buildings (including GLASS), shall be prepared and presented to the Board of School Trustees for approval. This chart may be used to compute mileage for payment.

Board Adopted: November 13, 1978

Board Revised: March 14, 1988