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**TEACHER & EDUCATION ADVISOR MILEAGE REIMBURSEMENT POLICY**

It is the policy of Sage Oak Charter Schools (or the “School”) to provide employees with reimbursements for the work-related use of their personal vehicles. Eligibility for the following mileage allowance is limited to employees serving as teachers and education advisors (“Employee(s)” or “Teacher(s)”) since these Employees are required to drive their personal vehicles for work-related purposes outside of a “usual commute” to and from work.

**Reimbursable Travel**

To reimburse Teachers for the costs associated with work-related travel, the School shall provide Teachers with a mileage stipend which shall represent the total amount owed to the Teacher for vehicle expenses based upon fifteen (15) miles per month per student at the current IRS rate.

The mileage allowance will be paid once per month, in accordance with the Teacher’s pay schedule and mirror the number of months worked. For example, an eligible 11-month Teacher will be paid a mileage stipend allowance over the course of the 11 months that work is performed.

Examples of work-related travel that the stipend covers per teaching position (*this is not an exhaustive list*):

Teacher	Learning Period Meetings, delivering curriculum/materials, attending regional group meetings, field trips, Sage Oak Socials, proctoring duties, staff meetings/trainings and the Summit
Education Advisor	Learning Period Meetings, delivering curriculum/materials, attending regional group meetings, college tours, community college liaison work, proctoring duties, field trips, graduation, attending UC Conferences, staff meetings/trainings and the Summit

**Non-Reimbursable Travel**

The School has determined thirty-five (35) miles as reasonable mileage one way for first and last stops. For Teachers without a fixed work site, that is, a Teacher who travels daily to meet with students at different sites, their “usual commute” is up to thirty-five (35) miles from their home to their first worksite and thirty-five (35) miles from their last worksite back to their home. In general, the first and last stop is considered normal commuting time and is not reimbursable.

The mileage allowance is based on travel between designated worksites and omits the distance from the Employee’s home to their first worksite location and the last worksite location to the Employee’s home,

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unless the first and last worksite exceeds the reasonable mileage of thirty-five (35) miles one way, as defined above.

Examples of travel that would not be reimbursable:

Teachers	-Travel from home to the first worksite location -Personal travel between worksites -Travel from the last worksite location to home
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All miles traveled between the first and last worksites are considered fully reimbursable, regardless of whether the thirty-five (35) mile limit is exceeded. For example, reimbursable mileage is based on the distance from worksite 1 to worksite 2, worksite 2 to worksite 3, and so on. In general, the Employee’s travel leaving the first worksite location will start their reimbursed mileage.

**Mileage Expense Reimbursement Procedure**

- The stipend assumes that the Teacher has traveled no more than 15 miles per month per student assigned in the month, outside of the Employee’s “usual commute” to work. In the event that the Teacher has traveled in excess of that number for work related purposes, the Employee must submit a request to the business services department and cc human resources within 30 days of any month in which their actual vehicle expenses exceed the allowance. The Teacher will be required to complete a mileage expense reimbursement form.

If at any time the Employee believes that the reimbursement is insufficient to reimburse the incurred expenses, they should contact human resources immediately.