
MILEAGE REIMBURSEMENT POLICY

Sage Oak Charter Schools (“School”) reimburses its employees for mileage at the IRS rate for each mile driven for required business purposes in excess of the employee’s “usual commute.” Employees serving as teachers or education advisors are not eligible for the following mileage reimbursement allowance (refer to policy 4135 for information regarding eligible reimbursement as a teacher or education advisor).

Reimbursable Travel

For employees with a fixed worksite, their “usual commute” will consist of the mileage from their home to the work location and from the work location to their home. Mileage driven for required business related purposes outside that “usual commute” is reimbursable.

For employees without a fixed worksite, 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. All miles traveled for required business related purposes between worksites are fully reimbursable, regardless of whether the thirty-five (35) mile limit is exceeded.

For employees who are paid a mileage allowance because the essential duties of the position held requires driving a personal vehicle for work-related purposes outside of a “usual commute” to and from work, a flat rate per month will be paid in accordance with the employee’s pay schedule and mirror the number of months worked. For example, an eligible 11-month employee will be paid a mileage allowance allowance over the course of the 11 months that work is performed.

Non-Reimbursable Travel

For employees without a fixed worksite and those paid a mileage allowance, the school has determined thirty-five (35) miles as reasonable mileage one way for first and last stops. 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, unless the first and last worksite exceeds the reasonable mileage of thirty-five (35) miles one way, as defined above.

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.

For all employees, personal travel between worksites is not reimbursable.

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Examples of travel that would not be reimbursable:

Staff without a fixed work location	-Travel from home to the first worksite location -Travel from the last worksite location to home
Staff who receive a fixed mileage allowance	
All employees	-Personal travel between worksites

Mileage Expense Reimbursement Procedure

The employee must submit a request to the business services department and cc human resources for reimbursement of the miles based upon reimbursable travel outlined above. The employee will be required to complete a mileage expense reimbursement form.

Employees are expected to submit the reimbursement request for approval as soon as practical, but no later than 30 days after the expense is incurred. Mileage will be reimbursed at the current IRS rate. The mileage allowance shall not constitute payment or reimbursement for any other travel-related expenses. Any mileage reimbursement approved will be paid in accordance with the employee’s next pay schedule.

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