

TEACHER 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 an education advisor, personalized learning teacher, personalized learning teacher+, and special education teacher (“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 ten (10) miles per month per student at the current IRS rate. For additional students over the Teacher’s salary base to be included in the mileage stipend, the Teacher must have served the student for a minimum of ten (10) instructional days within a learning period.

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*):

Education Advisor	Learning Period Meetings, delivering curriculum/materials, proctoring duties, attending school events, regional group meetings, field trips, conferences, staff meetings/trainings and the Summit
Personalized Learning Teacher -and- Personalized Learning Teacher+	Learning Period Meetings, delivering curriculum/materials, proctoring duties, attending school events, regional group meetings, field trips, conferences, staff meetings/trainings and the Summit
Special Education Teacher	Delivery of special education services and assessments as needed, delivering materials to families, proctoring duties, attending school events, regional group meetings, field trips, 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

TEACHER MILEAGE REIMBURSEMENT POLICY

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, 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
----------	---

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 ten (10) miles per month per student outside of the Employee’s “usual commute” to work.

In the event that the stipend does not fully reimburse the Teacher for mileage driven, the Employee must submit a request to the business services department and cc human resources as soon as practical, but no later than 30 days after the expense is incurred. The Teacher will be required to complete a mileage expense reimbursement. Mileage will be reimbursed at the current IRS rate. The mileage allowance shall not constitute payment or reimbursement for any other travel-related expenses.

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