

August 23, 2007

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

MILEAGE REIMBURSEMENT REGULATIONS

- I. All staff members eligible for mileage reimbursement must be approved by the Board of Education.
- II. Reimbursable mileage starts at the first place of approved District business or the employee's assigned workplace.
- III. Reimbursable mileage ends at the last place of approved District business or the employee's assigned workplace.
- IV. All travel outside of Monmouth County must receive prior approval from the Central Office.
- V. There is a District vehicle "housed" at the main office. When you know you must travel outside of Monmouth County reservations for this vehicle should be made by your Principal/Supervisor.
- VI. Any out of county approved mileage that starts and finishes from your home requires your total accrued mileage to be reduced by your total mileage to and from your assigned workplace, eg. all day meeting in Jersey City

Total miles to and from your home to Jersey City	miles 65
Total miles to and from your assigned workplace and home	-miles <u>22</u>
Allowable miles	43

- VII. All mileage forms must be submitted monthly. Late mileage reimbursement will be computed as taxable income as required by I.R.S.