



## Reimbursement Policy

The Cottonwood School shall reimburse employees for required work-related mileage expenses that they incur as follows:

1. Travel will be reimbursed for work-related use of a private vehicle at the IRS mileage rate in effect at the time of travel. Parking fees and tolls paid are also reimbursable if supported by receipts.
2. Authorized School employees who travel in a vehicle other than their own may not claim mileage for work-related use of a private vehicle, but may claim reimbursement of actual fuel expenses necessary for the trip and expended by the employee. Receipts are required and should be claimed by the employee actually paying the expense.
3. Mileage to the regular or main place of work from home, and back, is considered commuting and may not be claimed.
4. Mileage to any temporary work location from home, and back, is considered commuting and may not be claimed except in the following cases:
  - a) if the employee is required to report to the regular or main place of work before reporting to any temporary work location, s/he is eligible for mileage from the regular or main place of work to the temporary work location;
  - b) if the employee is required to report to the regular or main place of work after working at any temporary work location and before going home, s/he is eligible for mileage from the temporary work location to the regular or main place of work.
5. Mileage in conjunction with authorized School travel to and from a school site, training, convention or meeting shall be based on the distance to the destination from the employee's home or the regular or main place of work, whichever is less, except in the following cases:
  - a) if the employee is required to report to his/her work location before leaving, s/he is eligible for mileage to the school site, training, convention/meeting from the work location.
  - b) if the employee is required to report to his/her work location before returning home, s/he is eligible for mileage based on the distance from the school, training, convention/meeting to the work location.
6. When two (2) or more employees are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of traveling employees and business needs of the School. If an employee chooses to use a separate private vehicle because of personal preferences or obligations, h/she shall not be eligible for mileage or fuel reimbursement for the travel unless the School determines that reimbursement is appropriate and justified.
7. If an employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the School because of personal preferences or obligations, his/her

mileage reimbursement shall not exceed the cost of using the alternative mode of transportation unless the School determines that the additional reimbursement is appropriate and justified.

All employees requesting mileage reimbursement are required to furnish a "Mileage Reimbursement" form containing the destination of each trip, its purpose and the miles driven, parking fees and tolls within one (1) month after the travel date, supported by receipts, as applicable, to Human Resources. Reimbursement will be made within the earliest possible payroll period after receipt of the claim and its approval. Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement for their expenses should immediately contact the Human Resources Representative.