

HUTCHINSON PUBLIC SCHOOLS
MEMO

TO: Certified Staff

FROM: DISTRICT BUSINESS OFFICE
Margo Frey Ext. 4039

DATE: August 1, 2015

SUBJECT: Estimated or Actual Mileage
In District Reimbursement

In-district mileage rate for the 2015/2016 school year will be \$.57 per mile.

HOW TO SUBMIT ESTIMATED MILEAGE:

1. Track mileage August 18, 2015 through September 14, 2015. (20 DAYS)
2. Complete Form 119 worksheet for in-district mileage (available on-line www.usd308.com), also attached.
3. Complete the "remarks" column stating the reason for mileage.
4. Have the form approved and signed by your supervisor
5. Submit to your building secretary no later than **Wednesday, September 16, 2015.**

Those who choose to estimate will not need to do anything further for the rest of the school year. No estimated mileage forms will be accepted past September 21, 2015.

HOW TO SUBMIT ACTUAL MILEAGE:

1. Track mileage during the month.
2. Complete worksheet for in-district mileage (available on line www.usd308.com). If odometer doesn't do 1/10's please use whole numbers.
3. Complete the "remarks" column stating the reason for mileage.
4. Have the form approved and signed by your supervisor
5. Submit to your building secretary no later than 20th of the following month the mileage was driven.

All mileage reimbursements will be paid on the last day of the following month. Reimbursements will be made by direct deposit within 2 working days for the end of the month.

You will receive the rate per mile established by the State of Kansas (.57). If you have any questions regarding your mileage reimbursement, please contact your building secretary or the District Business Office.