

HUTCHINSON PUBLIC SCHOOLS
MEMO

TO: CLASSIFIED STAFF

FROM: DISTRICT BUSINESS OFFICE
Margo Frey Ext. 4039

DATE: AUGUST 1, 2015

SUBJECT: IN-DISTRICT MILEAGE REIMBURSEMENT

In-district mileage processes will remain the same this year. Classified staff members must track actual mileage each month. Rate for mileage is \$.57.

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.

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.

LATE MILEAGE REIMBURSEMENTS MAY BE CLASSIFIED AS A TAXABLE BENEFIT UNDER IRS GUIDELINES.

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.