

Staff Personnel

Travel and Use of Personal Automobile

Employees using their own vehicle will be reimbursed for travel expenses incurred for travel authorized by the principal or superintendent at the rate of 30 cents per mile. No school employee shall be allowed to use his or her personal automobile on school business without prior approval of the principal or superintendent. The employee must make a request each time the personal automobile is to be used and provide information as to the reason for using the personal automobile and the destination. Each employee requesting to have his or her personal vehicle on school business shall have personal liability insurance.

Shared teachers who need to use their personal automobile to travel between buildings, because of their assignment, will be reimbursed at the rate of \$.40 (forty cents) per mile. If more than one trip is needed per day, prior approval of the principal or superintendent will be needed.

Date of Review: 6-25-90, 12-20-93, 12-16-96, 09-20-99, 02-19-07
Date of Review and Revision: 1-18-99, 02-17-03, 04-10-06, 09-18-06
Cross Reference: Code 803.5

LEGAL REFS.: 79.9, Code of Iowa