

*Administrative Rules and Regulations*  
**LOCAL MILEAGE REIMBURSEMENT**

Shelby County Schools' employees who utilize their personal vehicles to conduct official district-related business may request reimbursement for local mileage that is appropriately documented and authorized.

**A. General Guidelines**

1. Travel between home to the normal work location is not eligible for mileage reimbursement, including travel when the employee reports to work on a non-scheduled workday.
2. Mileage incurred must be in the normal course of the employee's performance of assigned duties.
3. Reimbursements shall be at the current Internal Revenue Service allowable rate.

**B. Required Documentation**

Employees must submit a completed mileage report on a monthly basis in accordance with deadlines established in the district-approved mileage reimbursement schedule.

Submitted mileage reports must be approved by the employee's principal or supervisor.

Failure to complete and submit the mileage report by the established deadline shall result in forfeiture of the employee's mileage reimbursement claim.

**C. Review and Approval**

Supervisors must review requests for mileage reimbursements and approve as appropriate.

Additionally, supervisors shall ensure that reimbursement to employees for the use of personal vehicles is controlled and is in the best interest of the District

**D. Prohibitions**

Employees shall be prohibited from the following:

1. Submission of mileage reimbursement requests for use of district-owned vehicles.
2. Accumulation and submission of requests for mileage reimbursement over multiple months.