



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Business Mileage Reimbursement

**NUMBER:** BUL-6873.0

**ISSUER:** Alma Peña-Sanchez, Chief of Staff  
Office of the Superintendent

V. Luis Buendia  
Controller, Accounting & Disbursements Division

**DATE:** July 7, 2017

**POLICY:** In accordance with Board Rule 1532, the District reimburses business mileage, which is the travel an employee incurs on school business using their own personal vehicle.

For information regarding the rates of mileage, refer to the applicable collective bargaining agreement.

**MAJOR CHANGES:** This is a new policy bulletin.

**GUIDELINES:** I. PURPOSE

This bulletin provides information and guidance to administrators, time reporting personnel, and affected employees regarding the District’s business mileage reimbursement.

II. CALCULATION

A. In general, reimbursable mileage is the distance travelled by employees starting from their official place of work to various offsite locations (e.g. school site) conducting District business and back to their official place of work. Trips conducted for non-district business should not be submitted for mileage calculation.

B. In the event employees go directly to an offsite location from their home in any one day, they shall deduct from their total reimbursable mileage either (1) the distance from their home to such first stop, or (2) the distance from their home to their official place of work, whichever is less.

C. In the event employees proceed from their last destination on school business in any one day to their home location, they shall deduct from their total mileage either (1) the distance from such last destination to their home, or (2) the distance from their home to their official place of work, whichever is less.

**ROUTING**

All Schools and Offices  
Administrators  
Time Reporters  
All Employees

- D. In the event the employee goes to a non-business location from their home prior to going to an offsite business location as first stop or if the employee stops at a non-business location from an offsite business location prior to proceeding to the official place of work or next offsite business location, such distance travelled will not be considered in the calculation of the reimbursable mileage.

For examples of the calculations, refer to Attachment A – Reimbursable Mileage Calculation Illustrations.

- E. In the event employees are assigned to perform work outside their regular hours of employment, on an emergency or non-scheduled basis as distinguished from a scheduled overtime basis, the performance of which involves the operation of their automobile from their home, they shall be entitled to receive reimbursement for total mileage traveled in connection with such assignment. A non-scheduled basis as used in this rule includes the supervision of students at events by an employee outside the normal working hours. Additionally, said rule includes responding to emergencies on district-related events.
- F. Mileage reimbursement rate is based on the Collective Bargaining Unit agreement, or if not available, on the annual IRS Standard Mileage Rates.
- G. Daily reports of mileage driven must be recorded on the Daily Mileage Statement (See Attachment B). The statement must be approved by the administrator.

### III. MILEAGE REIMBURSEMENT GUIDELINES

- A. Incurred mileage submitted for reimbursement must be approved. The approval must always be confirmed in writing by the site administrator. Administrators must ensure that funds are available for authorized mileage. For audit purposes, written authorization and reason(s) for mileage reimbursements must be retained at the work location for five years from the date that the mileage is approved. Attached is a sample Daily Mileage Statement (Attachment B).
- B. The Site Administrator must review and approve the Daily Mileage Statement submitted by the employee before mileage can be reported. In the review process, the Site Administrator must check that employees proceeding directly to an offsite location from their home are on official District business. Otherwise, it is imperative that the employees must report to their official place of work as their first trip for the day. Mileage must be reported only when incurred and approved.
- C. On a regular basis, the location and division administrator must review all mileage submitted for reimbursement to ensure that the mileage claimed was authorized and reasonable. It shall also be the responsibility of the location and division administrator to ensure that the guidelines and

standards provided in this bulletin have been followed. Reimbursement requests not meeting the above guidelines may lead to further investigation and/or disciplinary action.

#### IV. EMPLOYEE RESPONSIBILITY

- A. Daily reports of mileage driven must be recorded on the Daily Mileage Statement. The statement must be submitted weekly in conjunction with timesheets for approval and reporting purposes. The Daily Mileage Statement form is available in the District Office of Transportation Services Website.

**RELATED RESOURCES:** Attachment A – Reimbursable Mileage Calculation Illustration  
Attachment B – Daily Mileage Statement Sample

ATTACHMENT A  
Reimbursable Mileage Calculation Samples



Home



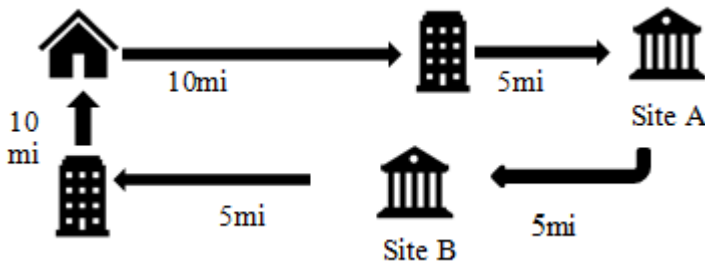
Work



School

**Pre-defined Information:** For all scenarios, the Employee lives 10 miles from his/her regular work location

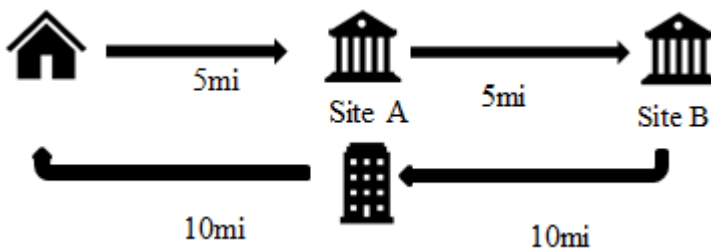
**Sample A:**



Apply Calculation A	
Office to Site A	5 miles
Site A to Site B	5 miles
Site B to Official Work Site	5 miles
<b>Total Reimbursable Miles</b>	<b>15 miles</b>

Sample A, employee traveled from Home to Work **10 miles**, from Work to Site A **5 miles**, from Site A to Site B **5 miles**, from Site B to Work **5 miles** and from Work to Home **10 miles**, for a total of **35 miles** traveled for the day. For employee's reimbursement, apply Calculation A.

**Sample B:**



Apply Calculations A & B	
Home to Site A	5 miles
Subtract distance from Home to Site A	(5) miles
Site A to Site B	5 miles
Site B to Official Work Site	10 miles
<b>Total Reimbursable Miles</b>	<b>15 miles</b>

Sample B, employee traveled from Home to Site A **5 miles**, from Site A to Site B **5 miles**, from Site B to Work **10 miles**, and from Work to Home **10 miles** for a total of **30 miles** traveled for the day. For employee's reimbursement, apply Calculation A and B.



Home



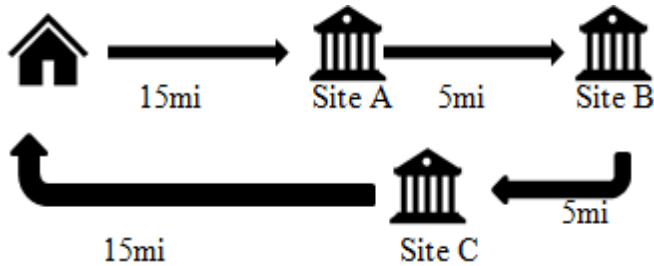
Work



School

**Pre-defined Information:** For all scenarios, the Employee lives 10 miles from his/her regular work location

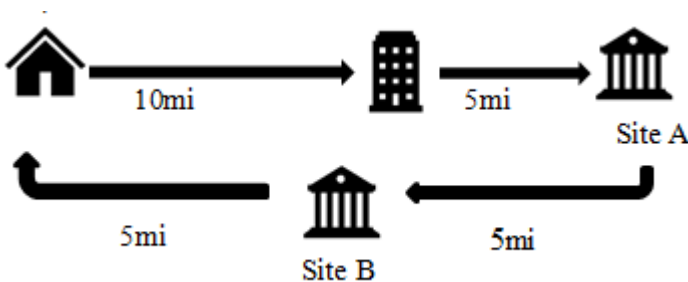
**Sample C**



Apply Calculations B & C	
Home to Site A	15 miles
Home to Official Work Site (Calculation B)	(10) miles
Site A to Site B	5miles
Site B to Site C	5 miles
Site C to Home	15 miles
Site C to Home or Work to Official Work Site, whichever is less (Calculation C)	(10) miles
<b>Total Reimbursable Miles</b>	<b>20 miles</b>

Sample C, employee traveled from Home to Site A **15 miles**, from site A to Site B **5 miles**, from Site B to Site C **5 miles** and from Site C to Home **15 miles**, for a total of **40 miles** traveled for the day. For employee’s reimbursement, apply Calculation B and C.

**Sample D:**



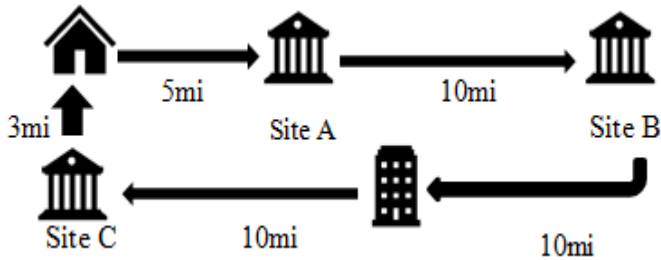
Apply Calculations A & C	
Work to Site A	5 miles
Site A to Site B	5 miles
Site B to Home	5 miles
Home to Official Work Site, or Site B to Home, whichever is less (Calculation C)	(5) miles
<b>Total Reimbursable Miles</b>	<b>10 miles</b>

Sample D, employee traveled from Home to Work **10 miles**, from Work to Site A **5 miles**, from Site A to Site B **5 miles** and from Site B to Home **5 miles** for a total of **25 miles** traveled for the day. For employee reimbursement, apply Calculation A and C.



**Pre-defined Information:** For all scenarios, the Employee lives 10 miles from regular work location

**Sample E:**



Apply Calculations B & C	
Home to Site A	5 miles
Home to Site A (Calculation B)	(5) miles
Site A to Site B	10 miles
Site B to Official Work Site	10 miles
Official Work Site to Site C	10 miles
Site C to Home	3 miles
Home to Site C (Calculation C)	(3) miles
<b>Total Reimbursable Miles</b>	<b>30 miles</b>

Sample E, employee traveled from Home to Site A **5 miles**, from Site A to Site B **10 miles**, from Site B to Work **10 miles**, from Work to Site C **10 miles** and from Site C to Home **3 miles** for a total of **38 miles** traveled for the day. For employee’s reimbursement, apply Calculation B and C.

