

PERSONNEL

Travel Between Schools

Teachers or other staff members who are required by their contractual obligations to travel between schools during the school year and use their private vehicles are reimbursed by the Board of Education at the rate of \$.485 per mile.

Staff members should record their mileage on the "Mileage Report Form" and submit it monthly to the Treasurer Department. If an employee chooses, he/she may submit their mileage report quarterly to the Treasurer Department.

The following chart reflects the official distances to be used when filing mileages driven between schools.

	Bassett	LBMS	Dover	Hilliard	Holly Lane	Parkside	WHS	BOE
Transportation	1.8	3.4	3.4	4.9	5.9	4.6	2.9	3.0
BOE	1.8	0.3	0.4	1.8	1.8	1.5	0.3	
Bassett		1.8	1.8	3.6	2.9	3.4	1.5	
Burneson			0.1	2.1	1.4	1.8	.64	
Dover				2.1	1.4	1.9	.70	
Hilliard					2.6	0.5	2.3	
Holly Lane						2.2	2.1	
Parkside							2.0	

Mileage calculations were made using an Internet web site map.

Revision Date: March 9, 2007

By: Business Department