

Dayton Independent School District

Mileage Log Guidelines

These guidelines are intended to assist the preparer and do not constitute Board policy or Administrative Regulation related to travel reimbursement. Employees are eligible for reimbursement of mileage traveled in their personal vehicle when traveling on school business throughout the district or outside the district to attend required trainings or meetings. This log is generally used to document beginning and ending odometer readings to record miles traveled on school business in the performance of their daily work. Please document the reasons for the travel as well as the dates. For overnight stays that require lodging and meal reimbursements as well, please use the Request for Out-of-District Travel Form.

Mileage reimbursement for travel within the district is generally incurred by various maintenance personnel, technology personnel, office staff traveling to central administration for campus mail, curriculum or special education staff traveling from campus to campus or outside the district, etc.

To document mileage incurred, the starting point should be the campus or office in the district that constitutes your normal place of work. The district can not reimburse for commuting miles. Therefore, home to office mileage is not to be included. When documenting the mileage traveled, please make it very clear in the description column what the travel was for. (i.e. travel to DHS from WWJH for speech therapy; from KMB to admin and back for mail pickup.)

Only actual miles driven will be reimbursed, excluding commuting miles.

- For example, if you live west of Dayton (i.e. Crosby) and are traveling to Region IV from your home, you can only claim mileage reimbursement for the actual miles traveled – i.e. from your home to Region IV and back home. If you return to work that same day, then you are eligible to claim the actual miles traveled back to your campus.
- For those who live east of Dayton (i.e. Liberty), you can only claim mileage reimbursement for the miles from Dayton (your normal work place) to Region IV and back to Dayton. Mileage from your home to Dayton is not includable since we can not reimburse employees for commuting miles traveled according to IRS guidelines.

This log should be used to document your travel on a monthly basis and be submitted monthly for payment. Please do not let the mileage accumulate and turn the forms in at the end of the semester or end of the year. Please contact the business office with any questions at (936)258-2667 or via email.