



Golden Eagle Charter School

Mileage Reimbursement Policy

Governance Council Policy #2007.4

GECS recognizes that Educational Facilitators, the Director, the Coordinator, and other Certificated Employees use their personal vehicles for work related travel. GECS feels that these employees should be reimbursed for at least some part of their travel expenses.

Therefore the guidelines for mileage reimbursement are as follows:

Educational Facilitators – may turn in reimbursement for mileage according to the number of students served, which may not exceed the mileage actually traveled.

- 1-8 students – 100 miles/month
- 9-16 students – 200 miles/month
- 17+ students – 300 miles/month

Director, Coordinator, and other Certificated Staff – may turn in reimbursement for mileage according to the FTE of the job, not to exceed the mileage actually traveled.

- .04 - .25 FTE – 100 miles/month
- .26 - .5 FTE – 200 miles/month
- .51 - 1.0 FTE – 300 miles/month

Pre-approved Field Trip mileage may be reimbursed to the GECS employee that is the chaperone and designated field trip driver (must be driving more students than just their own children). In addition to mileage limits above, employees/contractors mileage may be reimbursed for professional development and other pre-approved mileage including meetings at Siskiyou County Office of Education and IEP Meetings attended at other schools. Governance Council members may be reimbursed for mileage to travel to and from Governance Council meetings and trainings.

Mileage reimbursement should be turned into the office by the 10th of the month for the preceding month.

Adopted September 11, 2014
Golden Eagle Charter School Governance Council