

MILEAGE REIMBURSEMENTS

MILEAGE-DISTRICT BUSINESS

The mileage turned in shall be listed by the daily trip and not cumulative totals. All trips for which the district reimburses staff must be authorized by the individual's immediate supervisor.

The Colby School District will pay the federal mileage rate per mile to those personnel furnishing their own vehicles and required by assignment to travel between schools commencing at the first school assigned each day, to the other school or schools or stations assigned and ending at the last station assigned.