

BUSINESS

Automobile Allowance

An automobile expense reimbursement allowance may be claimed by employees of the district for the use of their personally owned automobiles in the performance of their regularly assigned duties. The reimbursement allowance rate and method of payment shall be reviewed and approved by the Board of Trustees as a part of budget development.

Mileage Reimbursement

Employees of the Berryessa Union School District may claim mileage reimbursement for necessary travel using their personally owned automobiles in the performance of assigned duties.

1. The District shall have no responsibility to reimburse an employee for such automobile use unless the employee's immediate supervisor has given prior approval.
2. Claim for mileage reimbursement shall be filed with the Business Office within 30 days on forms provided by the District.
3. Claim shall reflect that travel originated at a place of employment and terminated at a place of employment.
4. Claim shall not include miscellaneous side trips between employee's residence and place of employment for duties performed on the way to or from work.

Scheduled Mileage Allowance

Employees of the Berryessa Union School District who consistently use a personally owned automobile in the performance of regularly assigned duties may be reimbursed for travel within Santa Clara County on a scheduled mileage allowance basis.

1. The superintendent shall annually establish a schedule of allowances for such employees.
2. Scheduled allowances shall be paid quarterly and shall be prorated during those quarters when the employee is on vacation or absent for 10 days or more.
3. Employees may be removed from the schedule if they prefer to file claims on a mileage basis, following the regulations governing such reimbursements.
4. Supplemental mileage claims may be filed by employees for approved necessary travel outside Santa Clara County.

Legal Reference: California Education Code
Sections 44032 and 44033. Automobile Allowances

Policy Adopted: December 9, 1976
Revised Policy Adopted: August 14, 1980
Revised Policy Adopted: November 16, 1993