

COMPENSATIONS AND BENEFITS  
EXPENSE REIMBURSEMENTS

The guidelines governing employee travel and related expenses pursuant to Policy DEE (LOCAL) and (REGULATION), and DMD (LOCAL) are summarized below to streamline and facilitate District-approved employee travel. These guidelines supersede any and all previous existing guidelines and apply to all employees regardless of funding source, no exceptions.

TRAVEL EXPENSE

No expenses will be reimbursed by the District unless they are properly incurred and accounted for. Employees shall be reimbursed for reasonable travel expenses according to the current schedule adopted by the Board. The Board will not reimburse an officer or employee of the district for expenditures for travel services in excess of the applicable amount determined using the state, federal and local guidelines. Funds must be budgeted prior to the encumbering of travel purchase orders. If funds are to be provided by an external source, written documentation must be submitted to the Financial Services Department.

It is the responsibility of each supervisor to manage travel expenses in a manner that provides the lowest cost and best value to the district.

TRAVEL EXPENSES  
FUNDED WITH LOCAL  
FUNDS

For properly authorized travel, employees using local funds are required to submit receipts upon completion of the trip with the submission of Employee Travel Expense Report (Exhibit B).

The district will strive to find lodging that provides the most economical benefit for the district while assuring that equity and impartiality is provided to all department and campuses.

An employee traveling using local funds will be advanced a per diem check for meals. The employee per diem rate is \$45.

- Breakfast - \$10
- Lunch - \$15
- Dinner - \$20

Refer to POLICY FMG (LOCAL) for all District-sponsored student travel.

TRAVEL EXPENSES  
FUNDED WITH FEDERAL  
FUNDS

For properly authorized travel, District employees using Federal funds are allotted a lodging rate based on Federal travel guidelines listed on the US General Services Administration (GSA), exclusive of city and local taxes.

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Reimbursement of travel expenses will be processed only when all itemized receipts must be submitted upon completion of the trip with the submission of the Employee Travel Expense Report (Exhibit B).

An employee traveling using federal funds will **not** be advanced a per diem check for meals. The employee will be reimbursed for the actual cost of the meals up to \$45 per day. Receipts must be submitted to receive meal reimbursement.

- Breakfast - \$10
- Lunch - \$15
- Dinner - \$20

LOCAL STAFF  
DEVELOPMENT

A Travel Request Form (Exhibit A) is not required for in-city staff development.

EMPLOYEE TRAVEL  
REQUEST

If funds have been properly budgeted and approved by the Board, employees of the District shall be reimbursed for travel expenses incurred while performing duties related to their jobs, when such travel is at the request of the employees' immediate supervisor and has been properly approved.

The Employee Travel Request Form (Exhibit A) must be submitted for out-of- town travel and must be pre-approved by the immediate supervisor and/or budget authority.

The Employee Travel Request Form (Exhibit A) must be completed in its entirety prior to submission deadline. An incomplete travel request form will be returned to the originator, which could result in delays, increased costs, and in some cases, cancellation of the trip.

All travelers must ensure that all travel is approved and submitted far enough in advance to take advantage of "early bird" registration and other travel discounts. In all cases, travel must be submitted to the Financial Services Division at least 21 calendar days prior to the date of travel and at least 7 calendar days prior to the conference registration deadline, no exceptions. Travel requests that do not meet the 21-day criteria are processed only with the written approval of the Superintendent of Schools.

Prior authorization by supervisor is required, for travelers requesting to extend the days on trip for personal reasons. Difference in airfare costs, per diem, lodging, and vehicle rentals will be at traveler's personal expense.

Travel for Board and Superintendent's Cabinet will be arranged through the Superintendent's Office

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Incomplete travel packet requests will not be considered for approval until all documentation is submitted and will delay the process.

A completed travel request package will include:

1. Travel Request Form (Exhibit A) must be completely filled out, to include immediate supervisor's signature for approval
2. Registration Form (completely filled out)
3. Conference Agenda to include:
  - a. Date(s) of meeting/conference;
  - b. Conference begin and end times.
4. Hotel Information Form (Exhibit H) with lodging preference
5. Authorization to Travel/Travel Time Card Form (Exhibit E) for hourly employees traveling. The form must be approved by their immediate supervisor and include an account number to charge, in the event overtime is earned.

TRAVEL REQUEST  
APPROVAL

The employee must submit a Travel Request Form (Exhibit A) to his/her immediate supervisor for approval and then forwarded to the Financial Services Division. Authorization approval workflow for travel requests will be as follows:

- a. Executive Director and Principal travel request are approved by Superintendent.
- b. Curriculum-based Directors' travel requests are approved by the Executive Director for Curriculum & Instruction.
- c. Department staff travel requests are approved by supervising budget authority.
- d. All campus travel including student travel is approved by Campus Principal.

In cases when travel is funded with external funds and/or grants will require additional approvals.

Once approved, the request will be routed to the Executive Director for Financial Services for verification of funds and travel arrangements. The Financial Services office staff will then make the necessary travel arrangements and prepare travel packets. The Financial Services Division will track all travel arrangements made for district personnel.

Trip requests will be processed in the order received by the Travel Clerk upon receipt of the trip information, but must be initiated at least 21 calendar days prior to the trip and at least 7 calendar days prior to the conference registration deadline.

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SUBSIDIZED TRAVEL  
COSTS

An Employee Travel Request Form (Exhibit A) is required from an employee who plans to be absent from work due to travel outside of El Paso County even though there is no cost to the District.

**The Superintendent may allow a school employee to be absent from duty without loss of pay for a professional trip which the district will not reimburse.**

The District's travel guidelines are in effect for travel subsidized by an organization outside of Canutillo ISD. In cases where an outside organization pays 100% of the trip, the respective outside organization should make all travel arrangements.

In the even an outside organization will fund a portion of the trip, the travel request must reflect the components of the travel costs that will be reimbursed by outside funding. An account number must be provided in order for the travel request to be processed. This account is reimbursed when payment is received from the outside organization. The District does not reimburse the traveler for expenses that exceed the amount specified in these guidelines and listed on the approved Employee Travel Request Form (Exhibit A). In cases where reimbursement from an outside organization is due to the District and is not received, the traveler is responsible for collecting/payment of funds.

AIR TRAVEL

All air travel arrangements are made through the Travel Office in the Financial Services Division. The traveler is financially responsible and no reimbursement is issued for air travel arrangements that deviate from these guidelines.

MEALS

For properly authorized travel, District employees are allotted a per diem allowance of \$ \$45.00 per day exclusive of lodging and transportation.

- Breakfast - \$10
- Lunch - \$15
- Dinner - \$20

Receipts are not required for the reimbursement of daily meal expenses when using Local funds. The per diem will be provided to the employee prior to the travel. Trips without an overnight stay are not eligible for meal reimbursement.

However, when using Federal funds, itemized receipts must be submitted in order to be reimbursed for per diem expenses.

The per diem for the first and last day of travel will be prorated based on the time the travel begins and ends.

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For properly authorized travel, District students and chaperones are allotted a per diem allowance of \$ \$33.00 per day exclusive of lodging and transportation.

- Breakfast - \$7
- Lunch - \$10
- Dinner - \$16

Receipts and unused monies for all student meals are due within 10 business days upon their return from travel.

Refer to POLICY FMG (LOCAL) for all District-sponsored student travel.

LODGING

Federally Funded Travel – Lodging rates are set by the US General Services Administration (GSA) for the travel destination. If a location is not included in the GSA list, the maximum allowable rate:

- In-State - \$85 per night per person
- Out-of-State - \$83 per night person

These rates may be supplemented with Local Funds (Fund 199) and/or Activity Funds (Fund 865) up to the actual cost of the conference or meeting hotel, as documented in the conference/workshop brochures or announcements. A local account number must be provided on all travel requests submitted in order to reimburse any excess over the federal allowable rates.

A detailed listing of rates are available on the GSA Website: [www.gsa.gov](http://www.gsa.gov).

Locally Funded Travel – Lodging accommodations will be reserved utilizing the following rates:

- Up to the published conference hotel rate.
- If a conference rate is not available, lodging rates will meet the published GSA rates.

All receipts (other than meals, if using Local funds) must be submitted upon completion of the trip and attached to the Travel Expense Report (Exhibit B).

A detailed listing of rates are available on GSA Website: [www.gsa.gov](http://www.gsa.gov).

The budget authority may require travelers to share a room in order to maximize the use of public funds. In this case, travelers who do not wish to share a room have the option of paying for their own room, prior to the travel.

The District reimburses only for expenses incurred directly on school-related business. If the traveler arrives in the city earlier or leaves later than is required for the assignment, it is expected that the expenses incurred are for

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personal reasons and therefore will have to pay for said expenses.

An original, detailed hotel receipt with the Employee Travel Expense Report (Exhibit B) is required.

TEXAS HOTEL  
OCCUPANCY TAX

The District is exempt from paying Texas state tax; but is not exempt from paying city, county or local occupancy taxes. A Texas Hotel Occupancy Tax Exemption Certificate (Exhibit D) will be provided to employees traveling within the state of Texas. This certificate is available in the Travel Office. The traveler must present the exemption certificate to the hotel upon arrival to avoid being charged Texas state tax.

As a traveler for the District, the traveler must review their hotel receipt to ensure that unallowable expenses are not charged to the District. After reviewing their hotel receipt, any error/discrepancy should be reported to the hotel. Prior to checkout, the traveler must secure a corrected copy of the hotel bill.

GROUND  
TRANSPORTATION

All bus, taxi, and shuttle fares must be verified with an original receipt for reimbursement purposes when the expenditures are directly related to the business trip. The traveler is reimbursed only if a receipt is remitted for payment. Any expenditure incurred due to personal entertainment during the approved travel period (movies, concerts, shopping, etc.) or to activities not directly associated with the business trip is the responsibility of the person incurring the expenditures during the trip. Employees are not allowed mileage or transportation costs for travel to and from their respective worksite or between home and the airport.

Any fines incurred by an employee while on school business is not assessed to or reimbursed by the District.

PARKING

An original itemized receipt must be present for all parking fees. Such expenditures must be directly associated and related to the business trip. The traveler is reimbursed only if an original receipt is remitted for payment. Airport long-term parking is reimbursable to employees traveling outside El Paso County for one or more days.

Valet parking is not reimbursable. Other parking fees are reimbursable to the traveler only if a rental car or travel in a personal vehicle has been approved on the Employee Travel Request Form (Exhibit A).

PERSONAL VEHICLE

Employees traveling in personal vehicles are reimbursed for mileage at the standard rate set by the State Comptroller. However, the lesser cost of airfare (a round trip, 21-day advance price to destination) or mileage rate is reimbursed.

When two or more employees travel in a private motor vehicle, only the driver of the vehicle receives the transportation allowance. The passenger cannot make a separate claim for gasoline expenses or any other expenses associated with this mode of transportation except parking as noted above.

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VEHICLE RENTAL

Vehicle rental arrangements must be made by the Travel Office. Arrangements are made only when the traveler has received budget authority approval on the Employee Travel Request Form (Exhibit A). Car rental expenditures are paid directly to the vendor. Rentals must be returned with a full tank of gas to avoid higher fuel costs.

The traveler is responsible for any car rental expenses incurred where prior approval was not obtained.

The budget authority may approve a car rental if it is cost effective and meets one of the following criteria:

- The hotel is two miles or more away from the conference site and the shuttle is not provided by the conference or hotel; or
- Two or more travelers attend the same conference and cost for ground transportation is greater than a car rental.

The traveler is not authorized to upgrade the class of the approved rental vehicle; otherwise, the traveler is financially responsible for the difference between the approved rental and the upgrade.

PERSONAL USE OF  
RENTAL VEHICLE

The Travel Office will make reservations only for the time of official business. The traveler must make personal use rental reservations. All rental costs associated with personal use are at the traveler's responsibility.

REGISTRATION

An Employee Travel Request Form (Exhibit A) (approved by the Executive Director, Financial Services) must be completed before any registration arrangements are made. Any requests for registration fees must be exclusive of pleasure tours.

The traveler must pay for all membership dues or other association fees that are included in the registration fees.

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UNALLOWABLE  
EXPENSES/CHARGES

Traveler must reimburse the District by check or cash for unallowable expenditures within 10 (business days) of notification.

Unallowable expenses include but are not limited to: Texas state tax, room rates that exceed the limits outlined above, meals, alcoholic beverages, water, laundry, games/movies, tips, baggage handling, personal phone calls, personal use of Internet, personal accident insurance or personal effects coverage for rental cars, sheltered airport parking, etc.

Refer to the CHANGES AND/OR CANCELLATIONS section for the details on canceled travel arrangements (airline tickets, hotel reservations, registration fees, car rental, etc.).

CHANGES AND/OR  
CANCELLATIONS

The travel clerk is to be notified in writing immediately of any cancellations. The notification must be made through the campus or department supervisor who authorized the travel using the Request of Approval for Trip Cancellation Form (Exhibit G).

**Employees are held responsible for any funds that cannot be recouped, unless the cancellation is due to emergency circumstances.** Emergency situations include, but are not limited to: hospitalization or death in the immediate family or illness of the employee. The Superintendent of Schools approves other emergency situations on a case-by-case basis.

Cancellations with a replacement must be done in a timely manner and must be done by the campus/department budget authority.

ALL changes to travel requests submitted to Financial Services must be pre-approved by the budget authority and communicated to Financial Services via the Request of Approval for Trip Cancellation Form (Exhibit G).

ADVANCES

Employees traveling with students as chaperones or sponsors may request an advance for estimated trip expenditures such as meals, taxi fare, shuttle fees, and other miscellaneous expenses. Refer to Student Travel Guidelines.

All unused travel advances must be reimbursed to the district along with the expenditure report within 10 business days upon return.

BOARD REPORTS AND  
TRAVEL EXPENSE FORMS

A board report is required from all employees attending a convention or meeting using district funds. Reports are due within ten (10) calendar days after the completion of the trip and must be attached to the Travel Expense Form (Exhibit B). The Board Report (Exhibit C) must follow the report template that is illustrated Board Members and Superintendent will receive copies of the



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trip report.

Failure to turn in completed trip reports will result in non- approval of future trip requests and/or non-reimbursement of incidental expenditures.

It is the traveler's responsibility to submit proper receipts for travel expense reimbursement. The traveler must provide original itemized receipts as follows:

- Airline passenger receipt/itinerary;
- Vehicle rental receipt must include date(s) of rental and name(s) of driver(s);
- Hotel receipt must be itemized to include hotel name, traveler's name, room rate, and tax charged per day;
- Parking and gasoline receipts;
- Registration payment original registration receipt (if paid at conference site);
- Taxi, tolls, and shuttle receipts;
- Other miscellaneous expenses.

Incomplete reports will be returned for completion and will delay any reimbursements due to the employee. The Travel Expense Forms must be signed by the traveler, immediate supervisor and/or program budget authority if funded by a special program.

Inadequate receipts (i.e., handwritten, written on a napkin, partial receipts, lacking detail, credit card receipt, etc.) are not accepted and reimbursement will not be processed. Credit card receipts are not acceptable as adequate documentation for reimbursement unless they are sufficiently itemized.

Miscellaneous expenses include gas, parking, taxi, tolls, shuttle, phone calls, and Internet usage when associated with business- related travel.

No reimbursement through the travel reimbursement process is allowed for the purchase of classroom aids, souvenirs, or reference materials, such as books sold at the seminars or conferences.

Travel expense reports must be submitted after all travel.

Travel Reimbursements will be processed as follows:

Reimbursements submitted to the Financial Services Division between the 27th day of one month and 12th day of the following month will be processed on the 15th day of the month. For example, if a travel expense report is submitted any day between August 27th and September 12th, the employee's reimbursement will be processed on September 15th.

Reimbursements submitted to the Financial Services Division between the 13th and 26th day of the month will be processed on the last day of the month. For example, if a travel expense report is submitted any day between September 13th and September 26th, the employee's reimbursement will be

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processed on September 30th.

Travel expense report (Exhibit B) must be completed in its entirety to include supervisor signatures and all related invoices/receipts must be attached in order to avoid the delay of the employee reimbursement process.

Any outstanding travel expense reports must be submitted ten (10) calendar days after the end of the fiscal year in which the trip was taken. Please note expense reports not submitted following the guidelines will not be reimbursed.

Employees traveling with student groups are also required to comply with the Student Travel Procedures and Guidelines as well.

STUDENT TRAVEL

Program Managers and Campus Principals should budget for non- UIL district-sponsored student travel for competitive events that would advance them to regional, state and national levels.

Student travel regardless of funding source (district budget, activity account, booster club, PTO, parent contributions, donations) must have funds available to process payment for travel accommodations thirty (30) calendar days prior to the travel date.

Exception:

The District will budget for UIL district-sponsored student travel for competitive events that would advance them to regional, state and national levels.

ABSENCE REPORTING

It is the responsibility of the employee to call-in the Absence Reporting System to record the absence related to staff development and to request a substitute, if needed.

STUDENT ATTENDANCE

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

Students must follow the procedure outlined in board policy FM (local) at [www.tasb.org/policy/private](http://www.tasb.org/policy/private) 071907.

FAIR LABOR  
STANDARDS ACT

Ordinarily, non-exempt employees are not allowed to travel out of town on overnight trips due to the complications pertaining to the tracking of the hours worked. Therefore, all out of town travel by non- exempt employees will require additional review by the Executive Director for Financial Services and be processed in compliance with the Fair Labor Standards Act (FLSA).

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A non-exempt employee that is allowed to travel must submit a Authorization to Travel/Time Card Form (Exhibit E) along with the travel request form. The form must be approved by their immediate supervisor and include an account number to charge, if and or when the overtime in earned.

- Throughout the duration of the trip, the traveler must record hours on duty on the Non-Exempt (Hourly) Employee Travel Time Card (Exhibit E).
- Upon the employee's return from travel, the Travel Time Card (Exhibit E) must be submitted to the timecard approver at the respective location.
- The timecard approver must enter the time worked while on travel into the TEAMS system.
- Once the timecard is printed and signed by both the approver and employee, the Travel Time Card Form (Exhibit E) must be stapled to the employee's timecard and submitted to the Payroll Department. These documents must be attached to the employee's time card for payroll processing.

Travel that keeps an employee away from home overnight is considered work time if it encompasses the hours of the work day. The time is not only hours worked on regular working days during the normal working hours, but also during the corresponding hours on non-working days.

For example, if an employee regularly works from 8 am to 4:30 pm from Monday through Friday, the travel time during these hours is considered work time. This is also true if this travel time occurs on a Saturday or Sunday. Finally, any work which an employee is required to perform while traveling must be counted as hours worked.

All travel forms are available on the District's website in the Financial Services Division. If you have any questions, contact the Travel Clerk in Financial Services Division - (915) 877-7429.

IN-CITY MILEAGE -  
GENERAL

The following guidelines are to be followed in accounting for and reimbursing employees for driving their personal vehicles on required District business within El Paso County. A District approved mileage chart (EXHIBIT M – MILEAGE CHART) is used to calculate distance for facilities/buildings within Canutillo ISD as well as UTEP, City Hall, and Region XIX ESC.

ACCOUNTING FOR  
MILEAGE

Budget authorities that plan to reimburse employees for mileage must ensure that they have budgeted for this activity. The Canutillo Independent School District (CISD) is committed to tracking expenditures and as such all mileage reimbursements will be coded to class object 6411, sub-object 89.

Review of budget to ensure availability of funds for mileage reimbursement prior to making a commitment to reimbursement must be completed by budget authority.

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MILEAGE  
REIMBURSEMENT  
CRITERIA

The main criteria for determining eligibility are based on whether the travel is “required” in order for the employee to perform his or her duties.

The following guidelines are effective on January 1, 2009 and supersede any other guidelines that may have been in place prior to that date:

1. To the extent that funds are available in the mileage reimbursement account, employees who are instructed to attend a training seminar may be eligible for mileage reimbursement.
2. To the extent that funds are available in the mileage reimbursement account, employees who are asked to use their personal vehicle, during the normal working day, for district business may be eligible to claim mileage reimbursement. In these cases, the budget authority must approve, in writing, the mileage reimbursement prior to the actual activity. Please note that the employee is not obligated to use his/her personal vehicle for district business.
3. To the extent that funds are available in the mileage reimbursement account, exempt (professional) employees who are instructed to work on weekends or holidays may be eligible for mileage reimbursement. In these cases, the budget authority must approve in writing prior to the actual activity.
4. To the extent that funds are available in the mileage reimbursement account, reimbursement will be paid for travel from work site to work site, during normal work hours, but not to or from home. Travel to a required meeting or function from the normal work site would be considered reimbursable.

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5. To the extent that funds are available in the mileage reimbursement account, reimbursement for parking fees may be submitted for reimbursement purposes. Receipts are required.
6. According to IRS guidelines, travel from home to work and work to home is not compensable and therefore, mileage expenses for the same are not reimbursable. However, the district has elected to reimburse mileage expenses to and from home and a site, if the expenses are incurred outside of the work schedule and are due to an emergency or job requirement. This does not include travel to the airport or to a training event held outside of the district.
7. The District will not reimburse an employee for driving fines or parking tickets. These expenditures are personal in nature and are the responsibility of the employee.
8. Mileage reimbursement from the prior fiscal year will not be reimbursed unless the mileage was incurred in the last month of the fiscal year (see item #6 under In-City Mileage Reimbursement Form - Exhibit N). Mileage reimbursement from federal funds will not be reimbursed if incurred in the prior fiscal year, unless incurred in the last month of the program year (see item #6 under In-City Mileage Reimbursement Form – Exhibit N).
9. Employees who use their personal vehicle to transport other employees and or students assume all liability in case of accident.

**The District prohibits the transporting of students in personal vehicle.**

MILEAGE  
REIMBURSEMENT  
PROCESSING

1. All in-city mileage reimbursements will be processed via the Financial Services Division.
2. District employees are prohibited from reimbursing in-city mileage through campus activity funds or petty cash.
3. Employees assigned to federal, state or other grant programs that require local travel to meet the objectives of the program are reimbursed in accordance with Federal/State policies in place at the time, provided that funds are available in the grant and correct account.

IN-CITY MILEAGE REPORT

Please refer to the Canutillo ISD Mileage Reimbursement Form (Exhibit N).

1. Employees eligible for in-city mileage reimbursement must complete the Canutillo ISD Mileage Reimbursement Form

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the form must be completed in its entirety. The Date column, Destination From Address column, Destination To Address column, and Nature of Business column must be filled out. If the trip will be within the district, then the employee will fill in Total Miles column using the Canutillo ISD Mileage Chart (~~Exhibit M~~)

If the business meeting is outside the district, the individual may use *Map Quest* or *Goggle Search* to determine the miles used. A print out the page used to calculate the mileage must be attached to the Mileage Reimbursement Form (Exhibit N) to support the miles claimed. If the mileage guide does not list the street address, the beginning odometer and ending odometer reading can be used under the Nature of Business column.

Each workshop or meeting needs to be documented individually and contain specific data. **Ditto marks, etc. are not acceptable.**

2. Mileage for attendance of a workshop requires that the employee submit a completion certificate for reimbursement purposes.
3. The campus or department's mileage reimbursement account must be recorded at the bottom of the form.
4. The employee requesting the reimbursement attests that the data provided on the form is accurate and that the miles claimed are actual miles traveled on official District business by signing the mileage report.
5. The principal or administrator approving the reimbursement attests that the employee was on job "required" travel and eligible for reimbursement by signing the mileage form.

Furthermore, the administrator signing the mileage report attests that the employee had their permission to travel on the District's behalf and that the miles claimed are reasonable and the account charged is correct. The said administrator should review the mileage claimed by employees in his or her campus or division/department and all large or unusual claims resolved prior to submitting the form for reimbursement.

6. **Canutillo ISD Mileage Reimbursement Forms (Exhibit N) must be filed monthly except in situations where the report total is less than \$5. In this case, combine and submit the mileage with the following month's report.**
7. Mileage reimbursements are submitted to the Financial Services Division at the end of every month. The mileage report will cover the period beginning on the first day of the month through the last

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day of the month. For example, the mileage report submitted on August 15<sup>th</sup> will cover the period between July 1<sup>st</sup> – July 31<sup>st</sup>. They must be received in the Financial Services Division by the 15<sup>th</sup> of the following month for payment at month end.

MILEAGE CHART

To determine the mileage between campuses and or central office, all employees will use the Canutillo ISD Mileage Chart (Exhibit E) available on-line in the Financial Services Division under department services-Accounts Payable. This chart will supersede any mileage reported between campuses and departments that are reported by employees.

REIMBURSEMENT RATE

The mileage reimbursement rate for local in-city travel is equal to the State rate that is determined by the State Comptroller.