

## **EMPLOYEE REIMBURSEMENT FOR TRAVEL**

751.7

### Personal vehicles and mileage reimbursement:

Employees who use a personal vehicle for school business travel are required to provide evidence of insurance coverage for either a split limit auto liability policy of \$100,000 per person, \$300,000 aggregate per occurrence or a combined single limit (CLS) auto liability policy of \$300,000. Policy information is to be provided to the district office annually and/or when a change in policy has occurred. Reimbursement for mileage expenses is not allowed unless a certificate of insurance is on file showing proof that coverage was in effect at the time the mileage expense was incurred.

The district reimburses employees at the current IRS rate per mile when using their personal vehicle for school related travel. Reimbursable mileage is miles traveled for business minus commuter miles traveled to and from work.

### School district vehicle use requirements:

Employees must;

- Have a valid driver's license on file in the district office.
- Notify employer if their license has been revoked or suspended.
- Safely operate the vehicle at all times and obey all traffic laws.
- Use hands free electronic devices if able to safely operate vehicle.
- Report an accident to the district office as soon as practical.

### School district employee driving with other district employed occupants:

Employee must:

- Have a valid driver's license on file in the district office.
- Notify employer if their license has been revoked or suspended.
- Safely operate the vehicle at all times and obey all traffic laws.
- Use hands free electronic devices if able to safely operate vehicle.
- Report an accident to the district office as soon as practical.
- Submit to a background check including driving history report.

Ref.    *Wisconsin Statute*  
       *Wisconsin Statute*

*Approved: May 18, 2020*