

**REIMBURSEMENT OF COSTS FOR USE OF PRIVATE VEHICLES**

Individuals eligible for reimbursement of costs for use of their private vehicles for district business shall be reimbursed at the rate allowed by the Internal Revenue Service for vehicle expense.

**Eligibility Criteria**

1. Authorization by the employee's site or department administrator
2. Acceptable driving record, documented by the Department of Motor Vehicles
3. Proof of personal vehicle insurance acceptable to the district. Minimum insurance requirements shall be:
  - a. Bodily Injury - \$100,000/\$300,000 per accident
  - b. Property Damage - \$50,000 per accident
  - c. Medical Payments - \$5,000 per individual

To receive reimbursement, a Mileage Claim for Use of Private Car (Form B-1) must be submitted in duplicate to the Finance Department no later than the 15th of the month following the month for which the report is submitted. Reports submitted after this date will be processed the following month. The report must show the destination, purpose of the trip, miles traveled each trip or each day, and total miles traveled for report period.

If the travel is between district facilities, please specify sites or schools visited and fill in the number of miles traveled. Included in this procedure is a mileage chart showing distances between district facilities.

If the travel is not between district facilities, please fill in the beginning and ending odometer readings and the number of miles traveled. If you are claiming more than 100 miles per trip, please attach verification of miles such as a printout from Mapquest.com to Form B-1.

Form B-1 is to be used for travel within San Diego County. If you travel outside of the county and are claiming only mileage reimbursement you may use Form B-1. If, however, you are claiming meals or other travel-related expenses in addition to mileage, please use Conference Expense Claim Form (Form B-9).

Mileage claimed for other than San Diego County trips must be approved by the Governing Board or be approved by the Superintendent if it is for school business or training, with the claimant following Conference Attendance Administrative procedures.

Those staff members participating in special federal or state projects must identify, whenever possible, miles of travel incurred on project business.

**REIMBURSEMENT OF COSTS FOR USE OF PRIVATE VEHICLES** (continued)

The authority to authorize staff members to utilize private vehicles for school district business is reserved to the Superintendent. Whenever practicable, staff members attending the same meeting or event must pool their transportation in order to achieve the maximum economy of transportation expense to the district.

With the exception of workers' compensation insurance, employees using private vehicles for district business are financially responsible for all damages or claims up to the limits of their own insurance policies, including deductible amounts. This applies whether employees are reimbursed for travel or not. District insurance may provide excess coverage beyond individual employee policy limits. Employees driving on district business may be required to provide a copy of their driving record from the Department of Motor Vehicles provided on an H-6 form and/or enroll in the DMV's employer notification program known as the Pull Notice Program. Under this program, the district is automatically notified of any activity which occurs to an individual's driving record. Further information may be obtained from the Risk Management Department.

