

Mileage Reimbursement

The Chenango Valley Central School District may reimburse employees and Board members for mileage accrued when using their own vehicles for district sanctioned trips. Such reimbursement will be based on the current Internal Revenue Service (IRS) mileage rate and follow the guidelines for payment below.

Guidelines

The district will pay mileage reimbursement for trips for an employee assigned to work at more than one building in the same workday (excludes meetings, conferences, etc.) Mileage may be considered for reimbursement for travel associated with meetings, conferences, workshops, etc. only if prior approval is obtained from the Superintendent of Schools.

All requests for mileage reimbursement must be submitted to the business office on the district Mileage Reimbursement Form within ninety (90) days of the trip.