**Summary of Guidelines and Procedures for Reimbursement of Mileage Expenses for
In-District Travel and Travel within the San Antonio Metropolitan Area (SAMA)**

Reimbursable travel is defined as travel that is required for the performance of your assigned duties and responsibilities.

All travel must be within the defined boundaries of the San Antonio I.S.D. or for travel within the San Antonio Metropolitan area (SAMA).

In-District Travel and Out-of-Town travel must be reported or reimbursed in accordance with Administrative Procedure C – Business and Support Services, No. 20

Approved rate of reimbursement for mileage is in accordance with Board Policy, DEE (Local) Compensation and Benefits: Employees shall be reimbursed in accordance with SAISD Travel Guidelines and IRS Mileage reimbursement rate.

An approved Local Mileage Reimbursement Log is required to document the mileage reimbursement request. Submit the approved and completed Local Mileage Reimbursement Log to the Accounts Payable Dept. An AB-17 is no longer required to transmit the Local Mileage Reimbursement Log. The Local Mileage Reimbursement Log form may be duplicated and is available on-line as a form under administrative procedure C-20. All required information must be fully completed (e.g. date of trip, destination mileage, and purpose/contact must be provided for each contact or visit). **All signatures must be in blue ink. Incomplete forms will be returned to the initiator and will result in delay of processing reimbursement request. Mileage reimbursement will not be paid to you on your Payroll Check.** Reimbursement payment for your mileage will be provided to you by the Accounts Payable Department and sent to your campus location.

A request for reimbursement may be submitted as often as once a month, if the amount is equal to or greater than sixty dollars ($60.00). A request for reimbursement must include all mileage for the entire month being claimed. Do not submit requests for mileage reimbursement for a partial month. It is required that a request for mileage reimbursement be submitted once every (3) months, at a minimum.

It is recommended that you maintain a copy of your local mileage travel log to support any information filed on your annual federal income tax return.

As per TEA guidelines, mileage reimbursement is classified as "Other Operating Costs." The appropriate budget code for local travel or in-district travel shall be coded as a class object of 6417 (In-District Travel).

All reimbursement requests must be approved by the Principal, Department Head, or Federal Programs, as appropriate.

Detailed information regarding travel guidelines is available on-line at (www.saisd.net) as an Administrative Procedure (C-20 Business and Support Services) and on Financial Services Web page.

Instructions for Completion of Local Mileage Log

Travel Date – Date mileage incurred (mm/dd/yy).
Destination – Departure location and destination

Round Trip – Indicate Y (yes) N (no) if this is roundtrip mileage for this destination.

Miles Traveled – Key in miles traveled. This is an edit feature built into the calculation for miles traveled. If miles traveled to a single location within the SAMA exceed 75 miles, the result will show "0" in allowable miles to alert the traveler of a possible data entry error. If you traveled more than 75 miles within the SAMA then code your trip as other than a round trip. This will require that you enter this trip as two entries one going and one returning.

Allowable Miles – Miles traveled that are allowable for reimbursement. Miles are obtainable through the SAISD Intranet on iDataPortal at Maps/Streets tab. In-District travel and out-of-district travel not obtainable on iDataPortal can be obtained at URL for map quest (www.mapquest.com/directions/)

Purpose of Trip/Contact – Indicate the purpose of trip and name of person(s) contacted.
Need assistance:

For information regarding Policy, Procedures or Completion of forms regarding Travel Policy contact Financial Services **(Accounts Payable Dept. @ 554-8640).**