

**MILEAGE REIMBURSEMENT FOR SCHOOL DISTRICT BUSINESS TRAVEL**

The MSAD 68 Board of Directors recognizes that school district business sometimes requires Board members, administrators or support staff personnel to use their personal vehicles to conduct official business. Such business mileage travel will be reimbursed at the rate in effect as of July 1 each year for State of Maine employees based on actual documented mileage. Payment will be based on the standard mileage form submitted at the end of each month. Payment will be made in the next accounts payable cycle provided the forms are submitted by the Friday preceding the accounts payable date.

This policy will be retroactive to July 1, 2005.

Admin Review:	<u>9-13-05</u>
Policy Committee Review:	<u>9-20-05</u>
First Reading:	<u>10-4-05</u>
Second Reading:	<u>11-1-05</u>
Implementation:	<u>11-1-05</u>