

File: EEBB-R USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS - REGULATIONS

Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one school per day shall be reimburse for all travel at the State of Maine rate per mile for all miles traveled during the day in excess of twice the distance to the teacher's first school of assignment on any given day shall be eligible for reimbursement.

Mileage is established according to the following schedule:

Mt. Blue to Mallett 3.5 miles Middle School/Cascade Brook 4.0 Cushing/Academy Hill 6.5 Superintendent's Office, Middle School 4.0 Cape Cod Hill 11.0
Mallett to Academy Hill/Cushing 8.0

Academy Hill/Cushing to
Middle School/Cascade Brook 8.5 Superintendent's Office, 8.5 Cape Cod Hill 17.5

Superintendent's Office to Academy Hill/Cushing 8.5 Cape Cod Hill 13
Mallett .5 Cascade Brook .5 Mt. Blue High 4.0

Mileage will be measured to the nearest half mile.

Trips to conferences or other functions authorized by the Superintendent of Schools will require car-pooling. Only one mileage will be paid per five (5) persons unless there are extenuating circumstances. Mileage will be determined as the shortest, most direct route. Expenses allowed for trips will only be paid upon presentation of receipted bills for tolls, hotel, fees, and meals.

This policy applies to all professional personnel. Vouchers for mileage must be submitted monthly.

Adopted: September 1984
Revised: 1987
Revised: October 25, 1994
Reviewed: January 22, 2002
Revised: January 13, 2009