



## MILEAGE REIMBURSEMENT

The Neenah Joint School District Board of Education will reimburse staff members required to travel between buildings as part of their work assignment. The reimbursement rate will be the current standard IRS mileage rate per mile for operating a vehicle for business purposes. The standard mileage rate is based on an annual study of the fixed and variable costs of operating an automobile. For more information, please visit the IRS website: [www.irs.gov](http://www.irs.gov)

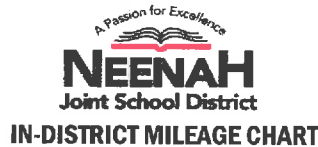
Since the IRS mileage rate is adjusted annually, submit July-December mileage and January-June mileage separately.

If you use a spreadsheet, be sure to keep it updated with the current correct mileage rate. Incorrect forms will be returned.

Do not staple multiple sheets together. Submit each page separately.

Staff members should use the yellow "Statement of Reimbursable Expenses" form for out-of-district mileage.

All mileage reimbursement requests must be submitted within the current budget year, and no later than June 30th.



	ACII	CL	CO	HO	LA	RO	SR	TA	TU	WA	WI	HM	SMS	NHS	NHS-DC	TEC	ADMIN
ACII	0.0	3.1	5.0	3.7	6.0	3.6	1.4	2.3	3.4	3.4	4.2	4.6	4.0	4.3	3.1	3.7	3.6
CLAYTON	3.1	0.0	8.3	6.7	9.5	7.1	4.0	5.4	5.8	7.7	7.2	7.8	7.2	6.5	6.7	7.1	6.6
COOLIDGE	5.0	8.3	0.0	1.6	1.4	1.8	4.1	2.9	2.5	1.6	1.0	0.3	1.0	2.7	1.5	2.4	1.4
HOOVER	3.7	6.7	1.6	0.0	2.2	2.0	2.2	1.3	1.0	1.6	1.1	1.1	1.7	1.7	1.4	2.2	1.3
LAKEVIEW	6.0	9.5	1.4	2.2	0.0	3.4	4.4	3.4	3.3	2.8	2.0	1.5	2.4	2.7	2.7	3.3	2.6
ROOSEVELT / ACE	3.6	7.1	1.8	2.0	3.4	0.0	2.9	1.9	2.6	0.8	1.4	1.5	1.0	3.3	0.1	0.2	0.7
SPRING ROAD	1.4	4.0	4.1	2.2	4.4	2.9	0.0	1.0	2.0	2.4	3.5	4.0	2.7	2.7	2.3	2.8	2.4
TAFT	2.3	5.4	2.9	1.3	3.4	1.9	1.0	0.0	1.3	1.3	2.0	2.0	1.8	1.9	1.1	1.6	1.2
TULLAR	3.4	5.8	2.5	1.0	3.3	2.6	2.0	1.3	0.0	2.0	2.5	1.8	2.2	0.6	1.9	2.4	1.9
WASHINGTON	3.4	7.7	1.6	1.6	2.8	0.8	2.4	1.3	2.0	0.0	0.9	1.0	0.7	2.8	0.2	0.2	0.2
WILSON	4.2	7.2	1.0	1.1	2.0	1.4	3.5	2.0	2.5	0.9	0.0	0.5	0.6	2.8	0.9	1.5	0.8
HORACE MANN	4.6	7.8	0.3	1.1	1.5	1.5	4.0	2.0	1.8	1.0	0.5	0.0	0.8	2.5	1.4	1.5	1.3
SHATTUCK	4.0	7.2	1.0	1.7	2.4	1.0	2.7	1.8	2.2	0.7	0.6	0.8	0.0	2.9	0.9	1.1	0.6
NHS	4.3	6.5	2.7	1.7	2.7	3.3	2.7	1.9	0.6	2.8	2.8	2.5	2.9	0.0	2.6	2.8	2.6
NHS-DC	3.1	6.7	1.5	1.4	2.7	0.1	2.3	1.1	1.9	0.8	0.9	1.4	0.9	2.6	0.0	0.1	0.1
TEC	3.7	7.1	2.4	2.2	3.3	0.2	2.8	1.6	2.4	0.2	1.5	1.5	1.1	2.8	0.1	0.0	0.6
ADMIN	3.6	6.6	1.4	1.3	2.6	0.7	2.4	1.2	1.9	0.2	0.8	1.3	0.6	2.6	0.1	0.6	0.0

ACII = A CHILD'S IMAGINATION INC, NEENAH  
 NHS-DC = DOWNTOWN CAMPUS AT BRIGADE BLDG  
 TEC = TRANSITIONAL EDUCATION CENTER  
 ACE = ALLIANCE CHARTER SCHOOL