

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

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

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

Do not staple multiple sheets together; submit each page separately.

Use the yellow "Statement of Reimbursable Expenses" form for out-of-district mileage.

To view your mileage reimbursements in Skyward, login the same as you do to view your payroll stubs. Click on Employee Access > Employee Information > Accounts Payable Payments.