

In effort to standardize the mileage procedure, we propose the following modification to DEE-R:

The District prohibits the reimbursement of expenses for travel between an employee's residence and his or her official work location. **Employees who travel to their official work location in the evenings or on weekends to perform assignments that are a requirement of their job function will not receive mileage reimbursement.**

The District shall reimburse mileage based upon the following guidelines when an employee is required to travel to conduct District business:

1. Travel between all Fort Bend ISD locations shall be reimbursed based upon the established mileage guidelines.
2. Travel from an employee's work location to a location outside of the District shall be reimbursed based upon the lesser of the rate that would be generated from the employee's residence or worksite if travel occurs at the beginning of a work day. Travel occurring outside of the work day shall be reimbursed from the employee's place of residence.

Itinerant employees shall be reimbursed mileage to and from their primary work location to other locations in the district. Note: Voluntary attendance of any work related function is not eligible for mileage reimbursement.

The new procedure would be:

Mileage reimbursement will be paid if assigned duty is required by supervisor and use of privately-owned vehicle (POV) is required. Budget manager should be aware of trip and give employee consent prior to the trip.

Specific requirements for employees who operate Privately Owned Vehicles in course of District business includes, but is not limited to: 1. Individuals operating a POV on District business shall maintain liability insurance with at least state required minimum limits. Proof of insurance shall be required and provided to the employee's supervisor upon request. If insurance is cancelled, or changed, it is the driver's responsibility to notify the supervisor immediately. 2. Fort Bend ISD expects employees to operate privately- owned road vehicles in a manner to serve as models for courteous driving and safety. The District shall reimburse mileage based upon the following guidelines when an employee is required to travel to conduct District business:

1. Travel between all Fort Bend ISD locations shall be reimbursed based upon the established mileage guidelines. (i.e. travel from Hightower HS to Central Office)
2. On regular work days, travel to/from an employee's residence or work location to a location outside of the District shall be reimbursed based upon the lesser of the rate that would be generated from the employee's residence or worksite if travel occurs at the beginning or end of a work day. (i.e. travel from residence to downtown Houston for early morning conference on Tuesday. If the employee lives close to downtown, then the reimbursable mileage is from their house to the conference site. If the employee's worksite is closer to downtown than the residence, then the reimbursable mileage is from their worksite to the conference site)

3. During regular work days, travel from an employee's work location to a location outside of the District and back to the employee's work location shall be reimbursed based on the mileage to and from the location outside of the district. (i.e. travel from Travis HS to Region IV for mid-day meeting)
4. Before or after regular work days, travel to a location within the district shall be reimbursed based upon the lesser of the rate that would be generated from the employee's residence or worksite. (i.e. travel from home/Travis to Mercer Stadium for game duty)
5. Travel occurring on weekends or while not on contract to any location shall be reimbursed from the employee's place of residence. (i.e. Ag teachers going to barn on holidays and weekends or Athletics going to district games on weekends and holidays)
6. Mileage totals for items 2 through 5 must be substantiated by MapQuest or similar tool.
7. Itinerant employees shall be reimbursed mileage to and from their primary work location to other locations in the district.
8. Voluntary attendance of any work related function is not eligible for mileage reimbursement. (i.e. going to school game when not required to attend by campus administration, going to central office to turn in paperwork for Benefits)