

ITINERANT STAFF MILEAGE POLICY
Effective January 1, 2006; Update 3/10; 6/11

Itinerant Definition

Staff are classified as Itinerant when the services they provide are contracted to school districts or agencies and require them to travel from site to site to perform their duties.

Mileage Compensation

Certified, professional and licensed staff of ESU #1 will be compensated for mileage related to the performance of assigned duties to school districts contracting or requesting services directed by ESU #1. Mileage expenses will be reimbursed to **itinerant** staff using privately owned vehicles while engaged in ESU #1 business. The mileage rate will be determined annually by the ESU #1 Board.

Mileage claims shall be submitted on the prescribed form to the Central office by the 22nd of each month.

Types of Compensation

There will be two types of compensation:

- 1) Commuter mileage
- 2) Business mileage

Commuter mileage is the mileage between an employee's home or ESU #1 boundary to the first assigned site of the day (less ten miles) and the mileage between the last assigned site of the day and home or ESU #1 boundary (less ten miles). Commuter mileage reimbursement is subject to taxation and will be added to the employees' monthly pay (Code #111). Commuter mileage is also calculated for travel related to grant or specialty projects that are part of an employee's duty or contracted FTE. Examples: Rtl, Specialty Teams (Autism, Assistive Tech, etc.), staff supervision, coordinating duties, etc.

Business mileage is the mileage between work sites. Business mileage reimbursement is not taxable and will be paid separately from payroll (Code #670). As per IRS guidelines, employees are to be at the first assigned site for a **minimum of 30 minutes** before transitioning from commuter mileage to business mileage.

Computation of Standard Travel Compensation

Staff residing within ESU #1 boundary

- Staff will deduct 10 miles from their home to the first daily assignment. If mileage from home to first assignment is less than 10 miles, no reimbursement will be made. Staff will be compensated for all additional miles driven, beyond the first 10 miles, to their first assignment (Commuter Mileage).
- Staff will be compensated for all miles driven from their first daily assignment to any subsequent assignments during the day (Business Mileage).

- Staff will deduct 10 miles from the last daily assignment to home. Staff will be reimbursed for all additional miles driven home, beyond the first 10 miles (Commuter Mileage).

Staff residing outside ESU #1 boundary

- Staff will deduct mileage from their home to the nearest ESU #1 boundary. Staff will then deduct 10 miles from the ESU #1 boundary to their first daily assignment. Staff will be compensated for all additional miles, beyond the 10 miles, driven to their first assignment. (Commuter Mileage)
- Staff will be compensated for all miles driven from their first daily assignment to any subsequent assignments during the day. (Business Mileage)
- Staff will deduct 10 miles from the last daily assignment to the ESU #1 boundary. (Commuter Mileage) Staff will not receive reimbursement from the ESU #1 boundary to home.

Staff whose schedule constantly changes based on referrals, caseload variance, etc. shall calculate mileage in the following manner. Ten miles shall be deducted from the total miles driven from home or ESU #1 boundary to the first assignment. The same process, in reverse, would be used when traveling home or ESU #1 boundary from the last assignment of the day. Mileage between sites is business mileage.

Duties assigned or assumed, via the nature of the position, shall be considered within the normal scope or assignment of the staff member and will be considered payable as Commuter miles.

Computation of Non-Service Related Travel Compensation

Mileage incurred while serving students or contracting districts, regardless of the location, will be considered Commuter mileage. Mileage incurred to attend staff meetings will also be considered Commuter mileage. Mileage incurred that is outside of the normal scope or assignment of a staff member will be considered Business mileage. This includes, professional development, or training that is Administratively approved and outside the ESU #1 area. Staff will compute mileage from the point of departure and to the point of return for business related travel and reimbursement. The point of departure and point of return could be an employee’s home or an assigned school.

Examples:

1. Employee leaves home to travel to an all day conference or training. All mileage is business mileage.
2. Employee works at his/her first site and then leaves to attend a conference or training and will travel home from conference/training. Mileage to first site would be commuter mileage, subject to the 10 mile/ESU #1 boundary guideline, and all remaining mileage would be business mileage.
3. Employee works at his/her first site and then leaves to attend a conference/training and returns to assigned site after training ends to continue regular tasks. Mileage to first site and from last site would be commuter mileage, subject to the 10 mile/ESU #1 boundary guideline and all remaining mileage would be business mileage.

NON-ITINERANT STAFF MILEAGE POLICY

Effective January 1, 2006

Non-Itinerant Definition

Non-itinerant staff, by virtue of their position, are not contracted service providers and/or they primarily conduct their business at a designated central site (home base).

Mileage Compensation

Mileage expenses will be reimbursed to **non-itinerant** staff using privately owned vehicles while engaged in ESU #1 business. The mileage rate will be determined annually by the ESU #1 Board. Business mileage reimbursement is not taxable and will be paid separately from payroll.

Mileage claims shall be submitted on the prescribed form to the Central office by the 22nd of each month.

There will be **no** mileage reimbursement for travel to and from the assigned base.

Mileage to a service site other than the assigned base will be based on actual miles driven from the point of departure and to the point of return for business related travel and reimbursement. The point of departure and point of return could be an employee's home, base, or an assigned school.

CENTRAL STAFF

Effective January 1, 2006; Update 3/10; 6/11

Central Staff Definition

Staff is classified as “Central” when they are assigned to the Central office in Wakefield for a majority of their time and services provided outside of the Central office are by request only (school or agency). This would include Audiology, Staff Development, Technology, Administration and others not specifically identified herein. Homebase for Central Staff is the headquarters located in Wakefield.

Mileage Compensation

Central staff will not be compensated for any mileage to and from the Central office. Miles traveled to perform/receive on-site training or other requested services will be considered Business miles when using privately owned vehicles while engaged in ESU #1 business. Mileage will be calculated from departure site to off-site location and return.

The mileage rate will be determined annually by the ESU #1 Board.

Mileage claims shall be submitted on the prescribed form to the Central office by the 22nd of each month.