

# ADMINISTRATIVE REGULATIONS

TITLE: VEHICLE EXPENSES  
CATEGORY: FINANCE  
NUMBER: 5100

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**I. Rationale:**

Mobility between sites and outside of the District is often required in order to meet the requirements of the organization. Trustees and employees shall be reimbursed or otherwise provided for vehicle costs incurred in the performance of their duties according to one of the following alternatives.

**II. Reimbursement for Distance:**

- A. The employee may be reimbursed for distance actually travelled for work purposes at the amount specified in regulation 5090 (Travel Expenses).
- B. The employee may be reimbursed for travel between worksites during the course of the workday if required to use their own vehicle.
- C. Except for trustee travel to and from Board meetings, reimbursements will not be paid for travelling between home and the designated office, school or other place of work.
- D. Mileage for reimbursement must be claimed on the current district form and submitted within one month of the end of the month in which the expenses were incurred.

**III. Monthly Allowance:**

- A. Any monthly vehicle allowance will be paid at contractually established rate based upon estimated costs of distance to be covered within the district and is deemed to include all vehicle-related expenses.
- B. An employee may claim, in addition, for the distance travelled out of the district, as provided in Section II.

**IV. Provision of Vehicle:**

- A. When a vehicle is to be provided to an employee, a specific agreement shall be signed.
- B. The agreement shall state whether the vehicle will be owned or leased by the district, the maximum amount the district is willing to pay, the length of the lease periods, and the amount to be reimbursed to the district for personal use.

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References: