

## MILEAGE REIMBURSEMENT

Music teachers whose daily teaching schedules require travel will be reimbursed at the rate set by the school district administration for in-district travel. Mileage reimbursement for any reason other than fulfilling an assigned teaching schedule will not be honored unless specific prior approval has been granted by the Director of Fine Arts.

All requests for reimbursement will be made on the form D 2-4, Form to Accompany Request for Travel Reimbursement For Mileage By Personal Automobile (Exhibit 2010) as follows:

1. Each trip for which mileage is claimed must be entered on the form. It is not acceptable to enter "X" teaching days and "Y" miles per day.
2. Reimbursement for assigned teaching schedules should be turned in monthly, unless other arrangements are made with the Director of Fine Arts.
3. Requests for Reimbursement must be made on the form D2-4 FA from the manual. You may either copy Exhibit 2010 (both sides), or request form from Fine Arts office.  
Completed forms with principal or secretary signature are to be sent to the Fine Arts Office through the in-district mail.