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### **BHASED Mileage Reimbursement Policy**

The following Mileage Policy was established July 14, 2014 and clarified on September 4, 2014.

#### **July 14, 2014**

BHASED Employees who:

1. Are most literally itinerant i.e. those who do not have a demonstrable "primary place of work" (e.g. 51% or more of their work week) or who have not had a primary assignment/work location designated for them (e.g. itinerant teachers, OT/PT staff not assigned primarily to one site, screeners) will be reimbursed for all miles driven between their first and last work related stop of the day.
2. Have been assigned to or primarily work out of either the BHASED main office, Phoenix, the Center, or DHH program will be reimbursed mileage driven for work that is greater than twice the district from their home to their primary work site/office (e.g. APE teachers, BHASED Coordinators, STEP, Audiologists).
3. Do not work out of any single main office site and who have assignments which require them to regularly travel to certain buildings/districts but on a more limited basis than itinerant teachers will be reimbursed mileage greater than twice the distance from their home to their primary assignment (that assignment location wherein they regularly spend the majority of their time (51% or more). This would include most psychologists and social workers.

Supervisors will advise/approve questions regarding the determination of "primary work site/location" and which of the above approaches to use in determining mileage for reimbursement claims.

The shortest route and mileage recommended by Google Maps will be the final word on distance questions unless a supervisor approves an alternate route that makes sense with regard to student or district needs and/or staff safety.

#### **September, 2014 Update**

The Superintendent's Advisory Committee was explicit that BHASED shall not pay for one's "commute" to work and it was agreed that:

1. The criteria for determining an employee's "primary place of work or home base" would be any site where they typically spend 51% or more of their time during their work week (~19 hours or more per week for full-time staff.)
2. Each employee owes BHASED one trip from home and back each day. Those claiming mileage who have a "home base" will need to write on each mileage claim form, the round-trip mileage from their home to their "home base". Staff having a "home base" will be able to claim mileage each day that exceeds the round-trip distance between their home and "home base".
3. Staff who arrive to their first work site and then have significant time before their next assignment at the same site will be reimbursed for subsequent trips to that site during the same day. As with other staff, if the second work site is different than the first, travel will be reimbursed from the first to the second site, etc.
4. Staff serving multiple sites in a single district, the district's unit office will be the default "primary place of work" e.g. staff working solely at Aledo; owe BHASED the round-trip mileage between their home and the Mercer Co. District Office. Anything more than that is reimbursed.
5. Some staff who travel for work do not have a site qualifying as a "home base", these staff (those most literally itinerant) can claim mileage between their first and last work-related stop of the day. Please ensure that work stops are necessary for work and not primarily for mileage claim purposes.

Mileage must be submitted to the Business Office no later than 60 days from occurrence in order to receive reimbursement.