CAR ALLOWANCES, SUPPLEMENTARY MILEAGE PAYMENTS

A. Designated administrators shall receive a monthly car allowance of $225.00. The intent of this allowance is to cover the usual and necessary expense of travel within the Ingham Intermediate School District and the Lansing metropolitan area, and no further claims for the expense of such travel will be allowed.

B. Administrators receiving the car allowance as authorized in paragraph 1 above, may submit claims for supplementary mileage reimbursement for the expense of travel beyond a radius of twenty-five (25) miles, one way, from their base of operations (the Ingham Intermediate Thorburn Education Center, 2630 W. Howell Rd., Mason, MI, unless otherwise authorized). Such travel will be reimbursed at the prevailing cent-per-mile rate in effect at the time the travel occurs.

C. On out-of-state trips, the decision whether to authorize travel by private automobile, air or other means will be made based on the most economical means for the district, taking the administrator’s time into consideration. If travel by private automobile is authorized, the amount reimbursed shall not exceed the cost of regular air fare, coach class, to the same destination.

D. Should travel to a conference or other district business be combined with a vacation or other leave, the amount reimbursed shall be based on the mileage to the conference site or location of such district business via the most direct public road, subject also the limitation in paragraph C., above.

POLICY

Adopted: October 18, 1979
Amended: January 15, 1985
June 19, 2001