

TRAVEL ALLOWANCES

The following regulations govern the use of private cars for school business and the reimbursement thereof:

1. Each school employee allowed monthly travel expenses, shall receive a formal authorization for travel allowance signed by the Superintendent or her/his representative. She/He will also be provided with a mileage chart and forms for reporting mileage.
2. Travel allowances shall be computed from the first school of duty to the last school of duty and shall not cover travel from home to work or from work to home. It shall not include mileage from your office to the first school you report to unless you actually go there. Travel should be planned carefully to avoid unnecessary trips.
3. Monthly travel allowances apply to mileage traveled within the Town of Stratford in carrying on regular school duties as required by the responsibilities of the position held. Any unusual or excessive mileage, or special trips for a definite school purpose, or mileage after school hours, must be approved by the Superintendent, before the expense is incurred, if reimbursement is being requested.
4. Reports shall be **done on a weekly or monthly basis. In order to be eligible for reimbursement, all mileage reports must be submitted to the Accounting Department no later than the 15th of the following month with the exception of June 30.**

For example, September mileage should be submitted to Accounting by October 15th.

Please note: June mileage must be submitted by June 30th to be eligible for reimbursement.

Car Insurance

All personnel using cars daily for travel on school business as required by their employment are required to carry insurance coverage on their car as follows:

Bodily Injury Liability	\$100,000 - \$300,000
Property Damage Liability	\$ 50,000

Exceptions will be considered for those employees, because of age, who cannot secure the coverage listed above. They will be required to carry the maximum obtainable.

The Board of Education carries a non-ownership automobile policy for public liability 1,000,000 **combined single limit** and property damage of \$100,000. This is to protect the school department and not the employee against any law suit instituted against the town because of injuries or damages caused by employees using cars on school business.

Employees using cars on daily school business are required to furnish the Administration Center with a Certificate of Insurance.

Replaces existing policy dated March 1994

Adopted by the Board of Education on October 22, 2007