

## **ARTICLE 18**

### **TRAVEL**

#### **18.1 Reimbursement**

A unit member who may be required to use their own auto in performance of their duties and a unit member who is assigned to more than one (1) work site shall be reimbursed at a per-mile rate equal to that allowed without itemization by the Internal Revenue Service. Such reimbursement shall be for:

18.1.1 Travel between work sites.

18.1.2 Meetings or activities assigned or approved by the District (e.g., Open House, activities supervision, Parents Club, PTA, Site Councils)

18.1.3 Other work-related responsibilities.

#### **18.2 Approval**

18.2.1 Reimbursement for mileage will be for miles actually driven and must be approved in advance by the unit member's principal/program administrator or designee.

#### **18.3 Limitations**

18.3.1 One-way mileage to meetings or activities held within the District shall not exceed twenty-five (25) miles.

#### **18.4 Emergencies**

18.4.4 In the event of gasoline shortages or rationing, the District shall provide itinerant unit members with written statements to the effect that their autos are required in performance of their duties.