

TABCO MASTER AGREEMENT

HOT TOPICS

ISSUE 29

Master Agreement Article XVIII

Transportation Reimbursement

18.2 *The necessary use of the teacher's personal car for transportation on school business shall be reimbursed at the rate established by the Internal Revenue Service.*

18.2.1 *Necessary transportation must be approved by the principal. Reimbursement will be made twice during the year, subject to the approval of requests from the principal submitted on the appropriate form. No reimbursement of less than fifteen dollars (\$15) will be paid to a teacher during any six-month period; except that the final reimbursement for a teacher during any fiscal year may be for less than fifteen (\$15) dollars. Reports must be submitted within fifteen days of the close of a fiscal year to receive reimbursement.*

18.2.2 *Expense reports for July 1 to December 31 must be submitted by January 15. Expense reports for January 1 to June 30 must be submitted by July 15.*

18.2.3 *Necessary use shall consist of the following:*

(a) *Attendance at professional meetings called by the Superintendent, the Superintendent's staff, Assistant Superintendents, Supervisors, Coordinators or other appropriate authorized personnel.*

(b) *Banking, post office business, checking school bus stops, and other transportation necessary to the function of the school.*

(c) *Teachers assigned to two (2) or more schools on any given day will be reimbursed for the total mileage incurred less the normal round-trip commuting distance to the closest school or office to which the teacher is assigned.*

18.2.4 *When computing mileage for meetings in other schools, the teacher's normal round-trip commuting distance shall be subtracted from the total mileage incurred through attendance at the meetings.*

(Continued on back)

Transporting Students

10.15 Teachers shall not be required to transport students.

So what does this mean for you?

We strongly encourage members to keep a record of all mileage above and beyond their daily round trip to and from their assigned school and submit the mileage for reimbursement. Currently the IRS reimbursement rate is \$.55 a mile.

Mileage is for anytime you are required to drive to events or activities outside of your regular daily roundtrip to and from school. Examples: Supervision of sporting events, dances, professional development, etc.

This is reimbursement that you are entitled to as an employee. Below are just two examples showing when filing for mileage reimbursement would be appropriate.

***Example:** You drive to your school then travel to a professional development session mid-day and drive home. Your total mileage for the day was 50 miles. Your round trip to and from school is 30 miles, and the additional travel to and from the professional development makes up the remaining 20 miles for which you can submit for reimbursement.*

***Example:** Your normal daily round trip to school is 20 miles. On the system wide professional development day you are required to travel to the other side of the county and the total mileage for the day is 45 miles. You can submit 25 miles for reimbursement for that day.*

***Example:** Your normal daily round trip to school is 20 miles. On a Saturday you are assigned to duty at the school football game. You can submit 20 miles for reimbursement for your travel to and from the school on a Saturday or an evening event if you went home in between.*

Mileage reimbursement forms can be obtained through your administrative secretary. We encourage members to log mileage (odometer readings preferred) in a calendar or actually on the form until the time to submit is appropriate according to the Master Agreement.

If your rights are being violated or if you have questions regarding any items delineated in the Master Agreement, please contact your TABCO Association Representative at your site or contact your TABCO UniServ Director at 410-828-6403.

You are a part of TEAM TABCO and together we are strong!