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**MILEAGE REIMBURSEMENT POLICY**

It is the policy of Pathways Academy Adult Education (“PAAE” or the “Charter School”) to provide employees with reimbursements for work related use of their personal vehicles.

Employees may be required to drive their personal vehicles for work related purposes (e.g., while visiting independent study students or to participate in staff meetings). To compensate eligible employees for the costs associated with such travel, PAAE shall provide such employees with a mileage reimbursement in alignment with the IRS approved rate, which represents the total amount owed to the employee for vehicle expenses. The mileage reimbursement shall not constitute payment or reimbursement for any other travel related expenses.

All employees are eligible for mileage reimbursement when required to drive for the purpose of conducting business on behalf of PAAE. Employees must submit a mileage reimbursement form to the Executive Director within 30 days of traveling. Employees must include verification of miles driven either using a platform adopted by PAAE, or by attaching a GPS map or the like, with the request for reimbursement form.

Employees using their personal vehicle for business will be reimbursed at the prevailing IRS mileage allowance, not to exceed the applicable coach rate airfare for a distant trip..

When appropriate, PAAE may determine to provide eligible employees with a comparable mileage stipend per month in lieu of a per mile reimbursement rate. Stipends must be paid in conjunction with regular pay periods and must be prorated for months in which the employee was not in regular work status for the entire month. The employee shall report to PAAE within 14 days of any month in which their actual vehicle expenses exceed the allowance.