

Federal Programs Department

Procedures for Local Mileage Reimbursement

Supporting Documents	Order of Approval Process	Mileage Notes
<p><u>Required items for Payment:</u></p> <ul style="list-style-type: none"> • Quality Control Worksheet • Current District Local Mileage Reimbursement Log (found on Finance website) <ul style="list-style-type: none"> ○ with appropriate signatures • Must indicate a campus/department assigned reference number (PO#/AB17) on the mileage log • Entries must be in chronological order by date • Include full address of destination if not an SAISD complex/facility • Do not round miles traveled-use exact distance traveled • Eligible description/purpose clearly indicated <ul style="list-style-type: none"> - Purpose of trip must be clear and in accordance with federal guidelines • Attach map of trip (iData Portal) <ul style="list-style-type: none"> ○ in the same order of the travel log entries ○ ensure map indicates route-to-route mileage on printout ○ Use iData Portal Maps as your first option • Must ensure campus/department funding is available for payment • Must ensure budget code is correct <ul style="list-style-type: none"> ○ Local Mileage (object 6417) • Plan4Learning CIP/DIP description must be indicated on Quality Control Worksheet as Goal, Performance Objective, and Strategy (GPS). i.e., G6 P1 S1 <ul style="list-style-type: none"> ○ Check for correct funding source, resources needed, dollar amount and the problem statement/root cause 	<ol style="list-style-type: none"> 1. FPD – Receives complete Mileage Reimbursement packet (includes all required items/documentation) 2. <u>If eligible</u> - FPD sends to Accounts Payable 3. <u>If item(s) require revision/clarification</u> – FPD contacts campus/department for corrections. <u>Payment will be impacted.</u> <ul style="list-style-type: none"> • Refer to Admin Procedures for reimbursement timeline • It is the responsibility of the campus/department to inform their staff of any delays/issues which may impact payment 4. <u>If ineligible</u> - FPD returns complete packet to campus/department 	<ul style="list-style-type: none"> • Mileage for basic educational program: curriculum writing, curriculum planning, and/or teacher prep is ineligible • Mileage for individualized student instructional planning is eligible • Mileage for providing coaching and job embedded professional development to teachers is eligible • The request will be returned if the Plan4Learning GPS is not indicated, located or aligned with the purchase.

