

**CLOVIS UNIFIED  
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

Accounting

**TRAVEL EXPENSES, EXPENSE ACCOUNTS REIMBURSEMENT, AND  
AUTHORIZED EXPENSES****MILEAGE RATE SCHEDULE****A. Reimbursement Rate Per Mile**

The rate of reimbursement for mileage paid to District employees other than those positions paid a monthly mileage allowance shall be the adopted IRS rate. Reimbursement shall be made upon submission of a properly completed mileage reimbursement form as required by the District and outlined in Administrative Regulation No. 3350.

**B. Monthly Mileage Reimbursement**

The following positions shall be paid a monthly mileage allowance, based on the listed miles per month at the adopted IRS rate. Monthly mileage rates will be updated on July 1 of each year to reflect the current IRS rate. Monthly mileage is for all travel within the Fresno, Madera and Tulare County areas.

<u>POSITION</u>	<u>MILES PER MONTH</u>	<u>NUMBER OF MONTHS</u>
Activities Director, Secondary	156	11
Administrator, Assessment & Accountability	310	12
Administrator, Curriculum & Instruction	310	12
Administrator, Facility Services	310	12
Administrator, SELPA and Psychological Services	310	12
Administrator, Student Services and Attendance	310	12
Assistant Director, Child Development	310	12
Assistant Director, CI&A	310	12
Assistant Director, Special Education	313	12
Assistant Director, Student Services and School Attendance	230	12
Assistant Superintendents	785	12
Associate Superintendents	785	12
Athletic Director, Intermediate (by req. only)	158	10
Athletic Director Learning Director, Secondary	284	11
Chief Communications Officer	310	12
Chief Executive Officer, CART (per contract PRSEC rate)	458	12
Chief Human Resources Officer	310	12
Chief Technology Officer	645	12
Coordinator, Adult Education	151	12
Coordinator, CI&A	172	12
Coordinator, Community Relations	172	12
Coordinator, Education Technology	172	12

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<u>POSITION</u>	<u>MILES PER MONTH</u>	<u>NUMBER OF MONTHS</u>
Coordinator, Preschool Programs	200	12
Coordinator, School Age Programs	200	12
Coordinator, Sports & Recreation	172	12
Coordinator, Visual & Performing Arts	298	12
Deputy Principal	210	12
Deputy Superintendent	785	12
Director, Child Development	310	12
Director, Career Technical Education Grant Program	310	12
Director, Educational Technology	310	12
Director, Human Resources	310	12
Director, Induction & Multi-Tiered Systems of Support	450	12
Director, Information Technology	310	12
Director, LCAP	361	12
Director, Nurse Education, Adult Ed.	151	12
Director, Nursing Services	310	12
Director, Purchasing	310	12
Director, Supplemental Services	361	12
General Counsel	785	12
Hearing Impaired Specialist	526	10
Lead Psychologist	140	12
Learning Director	156	12
Learning Director, Adult Education	156	12
Learning Director, ROP	172	12
Learning Director, Special Education	310	12
Manager, Recreational Aquatics	169	12
Nurse on Special Assignment	140	10
Occupational Therapist	285	10
Physical Therapist	285	10
Principal, Adult School	172	12
Principal, Alternative Education	151	12
Principal, Community Day School	156	12
Principal, Education Center	458	12
Principal, Elementary	156	12
Principal, Intermediate	343	12
Principal, Online School	156	12
Principal, Secondary	458	12

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<u>POSITION</u>	<u>MILES PER MONTH</u>	<u>NUMBER OF MONTHS</u>
Program Specialist, District-Wide	180	11
Program Specialist, Elementary/Secondary	140	11
Psychologist on Special Assignment	180	11
Resource Teacher/Resource Teacher Sr.	92	11
Superintendent	785	12
Transition Counselor	92	11
Transition Director	92	11
Transition Specialist	92	11

Note: Amounts are based on full time contract and will be prorated if not full time. Total to be distributed based on number of months worked.

Adopted: 03/23/1977

Amended: 5/10/76, 08/1977, 12/13/1977, 01/22/1978, 02/1978, 09/30/1978, 02/27/1979, 05/21/1979, 08/1979, 12/17/1979, 01/21/1980, 05/12/1980, 06/25/1980, 06/01/1981, 06/1982, 07/01/1983, 11/01/1983, 11/09/1983, 02/01/1984, 03/28/1984, 07/01/1984, 11/15/1984, 01/1985, 07/01/1985, 11/24/1986, 10/31/1988, 06/26/1989, 07/01/1990, 07/20/1990, 06/08/1992, 07/1994, 04/09/1997, 06/10/1997, 06/27/2000, 08/24/2005, 06/02/2006, 07/01/2007, 01/01/2008, 08/27/2008, 09/09/2008, 07/16/2009, 09/01/2009, 08/11/2010, 07/17/2012, 07/03/2013, 07/22/2013, 10/28/15, 03/09/2016, 07/01/2018, 03/22/2021 (EXH 4203(1) renumbered as EXH 3350(1)), 11/18/2022 (effective 07/01/2022), 10/01/2023

Doc# 39647-10 (10/2023, None)