

## **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS - REGULATIONS**

Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one school per day shall be reimbursed for all travel at the State of Maine rate per mile.

Trips to conferences or other functions authorized by the Superintendent of Schools will require car-pooling if attended by multiple staff members. Only one mileage will be paid per five persons unless there are extenuating circumstances. Mileage will be determined as the shortest, most direct route. Expenses allowed for trips will only be paid upon presentation of receipted bills for mileage and tolls.

This policy applies to all professional personnel. Vouchers for mileage must be submitted monthly.

Adopted: September 1984

Previously Revised: 1987, October 25, 1994, January 13, 2009

Reviewed: January 22, 2002

Revised: **January 13, 2026**