**Mileage Reimbursement Form**

* To claim mileage for reimbursement, the Perkin’s IV Grant application must have allocated for this expenditure.
* The State government rate for mileage reimbursement is established as the rate for reimbursement in the Perkin’s IV Grant.
* Actual cost of fuel, oil, auto repairs and maintenance are not allowable Perkin’s expenditures.

District Requesting Mileage Reimbursement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Travel Purpose** | **Destination** | **Round Trip Mileage** | **Mileage Rate Per Mile** | **Total Mileage Reimbursement**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of Staff Member Requesting Mileage Reimbursement Date***

**An Equal Employment/Educational Opportunity Agency**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel

120 SE 10th Ave.

Topeka, KS 66612

785-296-3204

**Federal and State Perspectives for Mileage Reimbursement**

**Carl D. Perkins Career and Technical Education Act of 2006**

|  |  |  |
| --- | --- | --- |
| **Federal Perspective****OMB Circular A-87** | **Brustein & Manasevit Perspective to OMB A-87** | **Kansas Perspective to OMB A-87** |
| Sections 1 through 42 provide principles to be applied in establishing the allowability or unallowability of certain items of cost. These principles apply whether a cost is treated as direct or indirect. A cost is allowable for Federal reimbursement only to the extent of benefits received by Federal awards and its conformance with the general policies and principles stated in Attachment A to this Circular. Failure to mention a particular item of cost in these sections is not intended to imply that it is either allowable or unallowable; rather, determination of allowability in each case should be based on the treatment or standards provided for similar or related items of cost.**Section 31: Motor pools**. The costs of a service organization which provides automobiles to user governmental units at a mileage or fixed rate and/or provides vehicle maintenance, inspection, and repair services are allowable. **Section 41: Travel Costs**1. **General**. Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees traveling on official business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in non-federally-sponsored activities. Notwithstanding the provisions of section 23, travel costs of officials covered by that section, when specifically related to Federal awards, are allowable with the prior approval of a grantor agency.
 | “Assuming the cost for fuel reimbursement is directly related to the transportation costs for LEA personnel to attend a workshop on the local application for Perkins funds, the State Eligible Agency is permitted to use Perkins funds to reimburse these costs. The actual costs must meet the “reasonable” standard, as prescribed by OMB Circular A-87. But certainly, the State could adopt a policy that provides that reimbursement will only be for mileage, and not actual costs. It is within the prerogative of the State to establish travel policy that all sub-grantees must subscribe.”Michael Brustein, Attorney at LawBrustein & Manasevit | * Mileage reimbursement will be for district/consortium owned vehicles and personal vehicles. District/Consortium owned vehicles are considered to be a motor pool of vehicles, therefore, allowing reimbursement for mileage.
* The estimate is set at the state/government rate for mileage reimbursement.

 * The mileage reimbursement must be included as an expense in the approved grant application for any given fiscal year. Not, an expense “after the fact”.
* Actual cost of fuel, oil, automobile repairs and maintenance for the vehicles used will not be an allowable expenditure.
* A standard form for mileage reimbursement must be included with the financial records for any given fiscal year. Mileage reimbursement forms will be reviewed if the district/consortium is selected for monitoring purposes.
 |

\*\*\*OMB A-87 may be viewed in its entirety at the following link: <http://www.whitehouse.gov/omb/rewrite/circulars/a087/a087-all.html>

**An Equal Employment/Educational Opportunity Agency**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel

120 SE 10th Ave.

Topeka, KS 66612

785-296-3204