



Dr. Karen Gray, Superintendent

District Office
P.O. Box 1110
Newport, OR 97365
(541) 265-9211
Fax (541) 265-3231
www.lincoln.k12.or.us

October 2019

Mileage Guidance:

There is no mileage reimbursement to report to your primary work site. If you have been asked to attend a required meeting or training outside of the District, you will either be paid mileage from your home or primary work site and back, depending on which one is closer to the training.

If you have been asked to attend a required meeting or training during the school day inside of the District, you will be paid from your primary work site or home, to the training, and back to your primary work site or home, depending on which is closer.

Staff are paid for mileage at the LCSD reimbursable rate.

Examples:

- If I live in South Beach and my primary work location is at the TLC and I have a meeting/training in Waldport, I get paid mileage from my home to Waldport and back to my home. If I have a meeting/training in Lincoln City and my primary work location is at the TLC, I get mileage from the TLC to Lincoln City and back to the TLC. If I have a meeting/training in Toledo/Eddyville/Siletz, I get mileage from the TLC out and back to the TLC.
- If I live north of Taft Elementary, and my primary work location is at the TLC and Taft Elementary is one of my schools, I **do not** get mileage to drive to Taft Elementary as it is already on my home to primary work location travel route.
- If I live in Siletz and my primary work location is in Toledo, I get paid mileage to and from Toledo to any other schools in which I need to go to as part of my position.
- Depending on where I live in Lincoln City and have a training in Salem or Portland, I will get mileage from my home or primary work location to the training and back. I would only get mileage from my primary work location to the location of the training if I left from that location. I get the mileage for the closer location to the training.
- If I am required to attend a training in excess of my primary work location, I get paid mileage. If I live in Depoe Bay and my primary work site is Oceanlake, but I have a training at the TLC, I **do not** get mileage from home to the TLC and back as it is not in excess of my normal commute.
- If the required training occurs during the summer after the school year has ended and before I report for the new year, I would be paid from my home to the training and back. My supervisor and I will have agreed whether the training was required by the completion and approval of an AD-01 (Travel Request form) in advance.
- I **do not** get mileage on full District all day PD/training days.

With the exception of Oceanlake to Taft and Taft to Oceanlake (8.4 miles round trip), LCSD does not calculate mileage between in town schools/locations: between Toledo High and ToES, between Yaquina View, Sam Case, NMS, NHS, DO, TLC, between WHS and CVH, between Taft El and Taft 7-12.

| District Trainings: | Classified | Certified |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|
| During the day training ○ From primary work site to training and back | Yes | Yes |
| Partial staff training (K-2 teachers, ELD, NCI, HS PE, counselors, etc) ○ From primary work site to training and back | Yes | Yes |
| General travel in district | Yes-see above for specific application | Yes-see above for specific application |
| Full District all day training | No | No |
| Summer training in District *In general | No | No |