

<b>POLICY</b>	<b>BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND</b>
<b>TRAVEL AND MILEAGE REIMBURSEMENT</b>	<b>SECTION 307</b>
<b>307.1 Travel and Mileage Reimbursement</b> <b>307.2 Commuting Payment</b>	<b>Adopted:</b> <b>10/26/05</b>  <b>Reviewed:</b> <b>10/12/05</b>

### **307.1 Travel and Mileage Reimbursement**

Authorized travel in connection with the employee's assigned professional duties shall be at the IRS rate set for tax purposes as of July 1 of each year.

### **307.2 Commuting Payment**

- A. Employees authorized to drive a Frederick County Public Schools (FCPS) owned vehicle between home and their work site will certify the distance from their residence to their normal office location to the comptroller within three (3) working days after receiving a FCPS car or a change in the employee's place of residence or work site.
- B. The comptroller will report the value of commute use in compliance with the Internal Revenue Service Code. The value of commute use will be calculated using the most current State of Maryland chart used for state employees.
- C. If an employee is without the use of the FCPS owned vehicle for authorized commuting purposes more than five (5) consecutive working days, an adjustment based on the daily rate will be made for the total period the employee is without a FCPS vehicle.