

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 19
August 26, 1988

SUBJECT:

MILEAGE

- I. Meetings or Trips Approved for Reimbursement
- II. Informing Staff of Mileage Policies
- III. Claims

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. MEETINGS OR TRIPS APPROVED FOR REIMBURSEMENT

Administrators must stay within authorized amounts, which are allocated at the beginning of the school year. Claim forms for expenditures beyond the authorized amounts will be returned. Based on board Rules 1531, 1532, 1540, and 1541, the following types of meetings or trips are approved for reimbursement:

- A. Supervision of branch locations.
- B. Trips to the bank on school business.
- C. Individual conferences with members of the district or central office staff, if authorized by the division head.
- D. Group meetings called by members of the district or central office staff, if authorized by the division head.
- E. Extra-curricular events such as PTA Council meetings, Coordinating Council meetings, and Advisory Committee meetings--for official representatives.
- F. Taking sick pupils home or for emergency treatment.

II. INFORMING STAFF OF MILEAGE POLICIES

Principals should inform staff concerned about the above interpretations for approval of mileage reimbursement.

III. CLAIMS

Claims must be submitted by the end of each school month or special school month pay period for certificated and for classified employees, respectively.

For assistance, please telephone Pio Galinato, Principal Financial Analyst, Adult Education Fiscal Services Unit, at (213)625-6646.

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education

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