

# Santa Barbara Unified School District

## Administrative Regulation

AR 4356.1

### Management and Confidential Personnel

#### TRAVEL ALLOWANCE/REIMBURSEMENT

##### On-the-Job Transportation Reimbursement

Any member of the management team who does not receive an annual fixed stipend for transportation may submit a request for reimbursement for mileage expense for travel on approved official school business at the rate established by the district (current IRS rates).

*(cf. 3350 - Travel Expenses)*

Any member receiving a fixed stipend for transportation may submit a request for reimbursement for mileage expense for travel outside the district.

##### Mileage Allowance

Employees who are assigned to work in more than one location or are required to have a car at their disposal, shall be reimbursed for their travel at the Internal Revenue Code rate multiplied by the following number of miles

Reimbursement for travel for management employees who are assigned to schools will be based on the following annual mileage:

Principals (Senior High School) (La Cuesta, 11 months), 1,955 miles  
Assistant Principals (Senior High School, 10 months), 977 miles  
Principals (Junior High School, 11 months), 1,552 miles  
Assistant Principals (Junior High School, 10 months), 777 miles  
Principals (Elementary, 11 months), 1,548 miles  
Assistant Principals (Elementary, 10 months), 680 miles

In addition, principals shall receive the following annual mileage zone differentials based on school distance from district offices:

Zone 1 - 62 miles. The following schools comprise Zone 1: Cleveland, Franklin, Santa Barbara Junior High School, Santa Barbara High School

Zone 2 - 213 miles. The following schools comprise Zone 2: Adams, Harding, Monroe, McKinley, Roosevelt, Washington, La Cumbre Junior High School, Santa Barbara Community Academy

Zone 3 - 424 miles. The following schools comprise Zone 3: La Colina Junior High School, Open Alternative School

Zone 4 - 633 miles. The following school comprises Zone 4: San Marcos High School

Zone 5 - 769 miles. The following school comprises Zone 5: Goleta Valley Junior High School

Zone 6 - 962 miles. The following school comprises Zone 6: Dos Pueblos High School, La Cuesta

**On-the-Job Transportation Reimbursement, District Office Management Employees**

Reimbursement for travel for certain management employees who are assigned to the District office, the major part of whose positions is visiting schools, will be based on the following Internal Revenue Code rates:

An annual rate based on 6,000 miles times the IRS mileage rate:

- Administrator, Child Development/Curriculum
- After School Coordinator
- Assistant Superintendent, Human Resources
- Assistant Superintendent, Pupil Services
- Assistant Superintendent, Special Education
- Associate/Assistant Superintendent, Elementary and Secondary
- Chief Technology Officer
- Coordinator, Administrative Services and Communications
- Director, Categorical and Compliance
- Director, Facilities and Operations
- Director, Special Education
- Preschool Coordinator

An annual rate based on 4,000 miles times the IRS mileage rate:

- Accounting Coordinator
- Community Resource Coordinator
- Coordinator, Categoricals
- Coordinator, Certificated Personnel
- Coordinator, Classified Personnel
- Deputy/Associate/Assistant Superintendent, Business Services
- Disbursing Officer/Project Analyst Fiscal Services
- District Program Facilitator
- Director, ELL and Parent Engagement
- Director, Fiscal Services
- Director, Information Services
- Director, Nutrition Services
- Director, Personnel
- Director, Research and Evaluation
- Director, VAPA and Special Projects
- Internal Auditor
- Purchasing Coordinator

**Internal Revenue Code Mileage Allowance**

When there is a change in the Internal Revenue Code mileage allowance, all rates will be adjusted accordingly.

SANTA BARBARA UNIFIED SCHOOL DISTRICT

Santa Barbara, California August 14, 2007; January 26, 2010; August 11, 2015

Technical Revision: April 24, 2019