In-county mileage rules
June 30, 2007

Based on IRS Publication 463, mileage is a reimbursable business expense. Jefferson County Public Schools will reimburse its employees for miles driven while performing job functions. This excludes miles driven for non-business tasks, such as to pick up employee gifts or to attend non-meeting lunches. This also excludes commute mileage, as prescribed by Publication 463.

Commute mileage is the non-reimbursable mileage from home to each employee's regular or main job. Typically, this is the employee's home school or office, where payroll time and attendance is recorded. Normally, commute mileage should not be recorded or referenced on a voucher unless the employee travels to other locations as either the first or last trip of the day.

For itinerant employees, the IRS considers your "regular or main job" to be the location where you spend the most time throughout your work year. In this way, it may not be the location considered your home school for payroll purposes. On your voucher, please indicate the location at which you spend the most time to prevent your reimbursement from being questioned by your supervisor or Finance.

The standard mileage rate is set each July 1 and is based on the Kentucky Personnel Cabinet's rate. Upon setting the rate, the Travel Guidelines and all voucher forms will be updated. To ensure that you are using the correct rate, simply download a new Excel voucher each year from Accounting's website. All travel for the year should be turned in by June 30th. At no time will mileage from one fiscal year be reimbursed at the following fiscal year's standard mileage rate.
http://www.jefferson.k12.ky.us/Departments/FinancialServices/Travel.html

Abuse of travel reimbursement has consequences. Jefferson County Public Schools may take disciplinary action up to termination against any employee seeking reimbursement for inappropriate expenses. Additionally, in Revenue Ruling 2006-56, the IRS exerted the right to consider all reimbursements to be taxable income if a pattern of abuse is found. For example, if the IRS found that an employee had abused the travel reimbursement system, then the employee would owe taxes, interest, and penalties on the total of all reimbursements received that year. Finance takes great strides to minimize the risk that an employee might suffer this fate. For this reason, all travel is reviewed and recalculated, and all non-JCPS locations must have a reason stated to establish that the purpose is an IRS-allowable business purpose. If an employee is audited by the IRS, this information may be critical.