

From: Woody Harden
To: District Staff
Date: Wednesday, November 8, 2006 2:46 PM
Subject: Transportation Requests

Lately we have received several transportation requests from staff requesting the use of the small car rather than a larger vehicle for staff that are traveling with four or less people. Because of this, we thought we should clarify a few things.

1. You can request whatever size vehicle you would like, and we will try to honor the request. If that vehicle is not available for whatever reason, we will schedule you for a larger vehicle. You will not have a choice in what you are assigned to take, the transportation department will decide what vehicle you will use.

2. If you requested the car, but are scheduled to use an SUV and would rather use your own vehicle than take the larger vehicle, that is fine.

You WILL NOT receive any reimbursement for mileage. On the transportation request, where it says "vehicle", we will circle what you will be taking (Car - SUV - Bus). When the request is returned to you, look to see what you are scheduled to take. If you change your mind, call or e-mail us before the scheduled date so you can be removed from the schedule.

3. If you choose to use your own vehicle, and you have not had your transportation request denied, then you WILL NOT receive any reimbursement for your mileage.

4. If you fail to request transportation, and use your own vehicle for travel, you WILL NOT receive any reimbursement for your mileage.

5. If you did have your transportation request denied by the transportation department, you will need to attach a copy of the denied transportation request to the reimbursement form to show proof of denial in order to receive reimbursement for your mileage.

6. If you use a school vehicle, and you need to put gas in it, make sure you get a receipt and attach it to the reimbursement form.