

## General Personnel

### Travel Allowance

Some staff members within the Kankakee School District are required to use their personal vehicle to perform the responsibilities related to their position. Upon approval, these individuals will be compensated for local travel through receipt of a stipend, receiving one-half in December and one-half in June.

If an employee is required to travel as part of his or her responsibility, then he or she must complete a District travel allowance form by September 15. The travel allowance form must then be approved by the employee's supervisor and the Assistant Superintendent of Human Resources.

The District will not accept "mileage logs" as a means of travel allowance reimbursement for daily travel. If an employee is required to travel to fulfill his or her job responsibilities, then he or she must submit the travel allowance form.

If an employee is approved for a travel stipend, then he or she will not be eligible for any additional travel reimbursements for work-related trips under 50 miles (one way). If an employee is required to travel over 50 miles (one way) from the District for an approved and work-related function, then he or she will be eligible for travel reimbursement. The District will use the reimbursement rate provided by the IRS.

Head Start travel allowance will be determined based upon grant requirements.

Below are the stipend amounts for each position, per year.

#### Administrators

- Athletic Director - \$500
- Central Office - \$350
- Building Level - \$350

#### Non-Certified Staff

- Technology Staff - \$350
- Community Engagement Specialist - \$350
- Bookkeeper - \$250
- Student Support Services - \$250
- Custodian - \$200
- Dietician - \$200

#### Certified Staff

- Homebound Coordinator - \$550
- Fine Arts - \$250
- Traveling Teacher - \$250
- Student Support Services - \$250

\*\*Note – Employees scheduled to travel primarily between the following buildings will not be eligible for a travel stipend:

- King Middle School and Lincoln Cultural Center
- Mark Twain Primary School and Kankakee Junior High School
- Taft Primary School and Kennedy Middle School

Last Revised: August 27, 2018

