**Da Vinci Schools**
***Board Policy and Procedures***

## STUDENT TRANSPORTATION REIMBURSEMENT FOR SCHOOL SPONSORED CLASSES AND EVENTS

The Chief Executive Officer or Chief Financial Officer , or their respective designee, may authorize transportation reimbursement for students who are expected to attend school-sponsored classes or events and are able to provide their own transportation. The purpose of this reimbursement is to support student access to required educational experiences. This policy shall apply only to students approved in advance by school administration.

School administration shall approve the student, the class or event, the destination, and the applicable Da Vinci Schools campus to be used as the location of origin for calculating mileage.

### Mileage Calculation

Reimbursable mileage shall be calculated between the approved campus location and the location of the school-sponsored class or event, including the return trip. School administration shall establish the distance using a standard mapping service and a reasonable, direct route. Travel between the student's home and the campus, personal detours, and unrelated travel shall not be included in the mileage calculation. Only travel completed in connection with verified attendance shall be eligible for reimbursement.

The reimbursement amount shall equal to the approved reimbursable mileage multiplied by the Internal Revenue Service (IRS) standard mileage rate for business use of an automobile in effect on the date of travel. Changes to the IRS rate shall apply automatically as of their effective dates. The IRS rate shall serve as the reimbursement benchmark under this policy.

### Attendance Verification and Reimbursement

Students shall submit attendance verification on a biweekly basis, meaning once every two weeks, using an attendance verification tracker or another method approved by school administration. The submission shall identify the student, the reporting period, the dates of attendance, the class or event and its location, and the travel for which reimbursement is requested. Attendance shall be verified by the instructor, event supervisor, or designated school staff.

School administration or its designee shall review the attendance verification and approve the reimbursable mileage for each reporting period. Following approval, the student shall be issued a gas card in an amount equal to the total approved mileage reimbursement for that biweekly period, rounded to the nearest cent. No reimbursement shall be issued for unverified attendance or duplicate claims for the same transportation expense.

Approval for reimbursement under this policy shall not constitute authorization to transport other students; any such transportation remains subject to applicable Da Vinci Schools transportation policies.

Approved and Adopted by the Da Vinci Schools Board on October 30, 2026