



## STUDENT TRANSPORTATION REIMBURSEMENT FORM

### 514 STUDENT ALLOWANCE

1. Allowances to students will be kept to a minimum in accordance with these guidelines. Student allowance will be paid from state funds only for transportation to the nearest bus stop or school, whichever is closer.
2. Travel allowances paid in lieu of school district-supplied transportation of eligible students are intended to reimburse out-of-pocket costs for reasonable and necessary travel in connection with student transportation. The allowance shall not be less than the standard mileage rate deduction permitted by the United States Internal Revenue Service for charitable organizations, nor greater than the reimbursement allowance permitted by the Utah Department of Administrative Services for use of privately-owned vehicles, as set forth in the State of Utah Travel Regulations.
3. The trip mileage is paid for by the car (one per family). Two round trips between the student's home and the bus stop or school (whichever is shorter) are paid. No extra amounts are allowed. The allowance is made to the student and is not to be confused with paying the parents to transport their own children or other students. This does not restrict parents from pooling their resources on their own, but it does restrict payments in excess of out-of-pocket costs for this transportation.
4. If students or parents are unable to provide transportation, as determined by the school district, with prior state approval, an amount equivalent to the student allowance will be paid to the school district to help pay the costs of district transportation.
5. "Days of attendance" for these purposes shall mean the pupil's ADM as recorded in the school district's records. The mileage, number of days involved, and amount paid to the parent or student shall be recorded in the district's records. State payment is then claimed on "Schedule B" of the State Report.