

## Budget Procedures

### Miscellaneous Budget Items

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#### Homebound Education

Expenditures for homebound services are budgeted at the district level to cover the costs of the teacher and travel to the home location.

- The campus is responsible for providing supplies or other costs that would be incurred in the normal process of education.
- Supplies that are specifically required for the homebound education services will be paid from the District budget.

#### Reporting Hours Worked and Pay

- The homebound teacher should report hours for payroll through Time Clock Plus as extra duty.
- The campus is responsible for providing the correct charge code to the homebound teacher for reporting the extra duty hours.
- Pay will be at the normal rate for extra duty (currently \$25/hour).
  - The principal may request other pay rates if there are unusual circumstances.

#### Travel

- Staff providing homebound services will be reimbursed at the current mileage rate for the round trip distance to the home location.
- Mileage should be reported on an *In-District Mileage Log*.
- Mileage will be based on a set distance to the homebound location and the number of times travel was required for services.
  - The round trip distance should be determined at the start of the service.
  - Reimbursement will be based on the established mileage times the number of days of service reported on the timesheet. (For example, if the established distance is 10 miles, and there were 8 days of service provided based on the time sheet, the District will reimburse the homebound teacher for 80 miles.)
  - Reimbursement will be paid by direct deposit or check.
- Mileage should be computed from the daily starting point for the homebound teacher to the homebound location and back to the ending point.
  - If the homebound teacher starts from their home, goes to the student location and back home, the mileage will be for home to student to home.
  - If the homebound teacher starts from school, goes to the student location as their last duty and then goes home, the mileage will be for school to student to home.

Travel other than to the home location will be reimbursed if approved by the principal.

#### Other Campus Responsibilities

- The campus should insure that certified teachers are used and that the hours of service and other criteria are met to receive funding for the student.