

Business and Noninstructional Operations

Rental Car or Van Use

The District Office allows the use of rental cars or vans when it is appropriate. They may be used for official District business if the total cost is not in excess of the IRS allowed reimbursement for the specific miles traveled.

Insurance coverage from the rental agency should be purchased when a rental car or van is used under Mendocino Unified School District. The following insurance coverage must be arranged:

- DW – Damage Waiver
- PAI – Personal Accident Insurance
- SLP - Supplemental Liability Protection

The employee must return the rental vehicle on the date noticed on the requisition form.

Vehicles should be returned with the same amount of fuel they registered at the time of rental.

To be reimbursed for gasoline, receipts must be attached and submitted on the Employee Expense/Mileage Claim Form