

MILEAGE REIMBURSEMENT

A. Reimbursement Eligibility

1. Mileage reimbursement is granted only when employees are required to use their personal vehicles in connection with their assignments and in performance of their duties.
2. Full-time employees who report to a second worksite in one day other than their primary site for performance of duties may claim reimbursement travel subject to the calculation method described below. Full-time employees who teach at a second site as an overload, and hourly employees shall be responsible for their own transportation costs.
3. To be eligible for mileage reimbursement, employee must be on the approved drivers' list maintained by Human Resources.

B. Reimbursement Rate

Mileage reimbursement shall be made at the Internal Revenue Service standard mileage rate.

C. Reimbursement Claims

1. Mileage reimbursement is granted only after a Mileage Reimbursement Claim is submitted and there is a purchase order with sufficient balance to process against it. Reimbursement claims should be submitted monthly, but no less than once per semester. Second semester mileage must be submitted by July 1.
2. Employees authorized to use their personal automobiles for District daily business should maintain daily records with supporting documentation of the trips authorized during the month. Documentation shall include a daily mileage trip log and parking fee receipts.

D. Mileage Calculation

1. Reimbursable mileage shall be calculated from the primary worksite of the employee to the various destinations and return to the primary worksite. In the event an employee does not visit the regular place of work prior to the first stop on college business in any one day, mileage shall be calculated using the distance from home or primary work site to the first business stop, whichever is less.
2. In the event an employee proceeds from this last destination on college business in any one day to home, mileage shall be calculated using the distance from home or primary work site to the first business stop, whichever is less..

E. Verification

Signatures required are: Employee, Responsibility Center Manager, if claimant is the Responsibility Manager, signature of claimant's supervisor is required.

ADOPTED: 6/8/06
AMENDED: 3/11/10