

Chapter 6 - Business and Fiscal Affairs

AP 6920 Mileage Allowance

All employees, other than those who receive a flat rate per month, will receive a standard mileage reimbursement rate based on the Internal Revenue Service's (IRS) mileage rate for use of their personal automobiles for College business. The use of a personal vehicle is limited to activities within the scope of the employee's assigned responsibilities, and mileage reimbursement requires specific approval of the immediate management supervisor.

Claims

- A. No mileage may be claimed for travel from home to the first work location or from the last work location of the day to home.
- B. Mileage may be claimed for travel between work locations when the employee is on business as part of his/her assigned duties.
- C. Mileage claims must include the date of travel, the city traveled to, and the purpose of travel.
- D. Mileage incurred due to a conference should be claimed on the Conference and Travel Request/Expense Claim Form.
- E. Mileage claims must be submitted using the Mileage Claim Form and signed by the employee and approved by the immediate management supervisor.
- F. Mileage claims must be filed in the Fiscal Services Office for reimbursement.
- G. A Proof of Insurance Form must be on file in Fiscal Services for any employee who drives a personal vehicle in the scope of their job responsibilities. California law provides that the individual's automobile must be covered by liability insurance.
- H. The College does not provide insurance coverage to cover damage or loss to an employee's automobile.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

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