|  |
| --- |
| **BANNER ID: A#** |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME (Please Print First & Last):** |  | **DEPARTMENT:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **FROM**  **LOCATION/CITY** | **DESTINATION**  **LOCATION/CITY** | **ROUND TRIP** | **BUSINESS PURPOSE** | **TOTAL**  **MILES** | **PARKING/ TOLL** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL MILES / TOTAL PARKING & TOLLS** | | | | |  | $ |
| **CURRENT MILEAGE RATE: 0.70 PER MILE X TOTAL MILES** | | | | | $ | |
| **TOTAL CLAIM (MILEAGE + PARKING/TOLLS)** | | | | | $ | |

**REQUIRED:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FUND (5 digits)** | **ORGANIZATION (6 digits)** | **ACCOUNT (6 digits)** | **PROGRAM (6 digits)** |  | **AMOUNT** |
|  |  |  |  |  | $ |
|  |  |  |  |  | $ |
|  |  |  | **TOTAL:** | | $ |

*I hereby certify by signing this form that the mileage requested hereon was necessary for college activities. I acknowledge that claims from a prior fiscal year will not be accepted for payment.*

**REQUESTED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First & Last Name (Please Print) Extension Date EMPLOYEE’S Signature (Required)

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First & Last Name (Please Print) Extension Date IMMEDIATE MANAGER’S Signature (Required)

*Refer to other side of form for instructions and AP6920 Mileage Allowance.*

*Reimbursement to Employees will be made by Direct Deposit.*

***Complete by filling in all requested information.***

* If travel is round trip, check the box provided. Leave the box unchecked if the trip is only one way.
* Whether one-way or round-trip, enter the total mileage.
* If claiming parking or toll fees, enter an amount. Original itemized receipts must be attached to the reimbursement form or on a separate sheet of paper.
* The mileage claim is calculated as follows: the current mileage rate per IRS guideline at the travel date, multiplied by the total miles.
* Enter the complete expense account string. Fund, organization, account, and program (FOAP) must be included. Use account number 522000 for employees and 529000 for non-employees.
* If using more than one account string, specify the amount for each account string.
* Submit a separate form for different mileage rates.
* Employees are reimbursed for mileage, parking, and tolls by direct deposit. Complete the direct deposit form if not already on file in Fiscal Services.
* Immediate manager should verify the following information: budget funds are available to cover the mileage reimbursement request, required fields are complete, timely submission (monthly), claimant’s signature, and original itemized receipt. After review, please print first and last name, district extension, and date. Then, sign/approve (wet signature/ink).
* Submit the approved mileage record/claim form to the Fiscal Services Office, Attn: Accounts Payable.

***District:***AccountsPayable@mtsac.edu

***Auxiliary Services:*** Evelyn Aguilera x5527

***AP 6920 Mileage Allowance***

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

1. 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.
2. Mileage may be claimed for travel between work locations when the employee is on business as part of their assigned duties.
3. Mileage claims must include the date of travel, the city traveled to, and the purpose of travel.
4. Mileage incurred due to a conference should be claimed on the Conference and Travel Request/Expense Claim Form.
5. Mileage claims must be submitted using the Mileage Claim Form, signed by the employee, and approved by the immediate management supervisor.
6. Mileage claims must be filed in the Fiscal Services Office for reimbursement.
7. 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.
8. The College does not provide insurance coverage to cover damage or loss to an employee’s automobile.