

# *San Diego Community College District*

Procedure  
8960.1

October 14, 1998

## **EMPLOYEE REIMBURSEMENT FOR USE OF PERSONAL CAR**

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### **PURPOSE/SCOPE**

To outline the regulations for reimbursing employees for use of their personal vehicle(s) for travel on District business.

### **REGULATIONS**

1. Eligibility for Mileage Reimbursement--Any District employee who is required to use his/her personal vehicle for travel on District business as a regular and recurring part of his/her assignment, or an employee who has prior approval of the responsible administrator for the performance of emergency or short-range requirements, may claim mileage reimbursement for use of his/her personal vehicle, provided the following conditions are met:
  - a. Division or Department -- Has requested and received approval of funds for this purpose in the adoption of the final budget.
  - b. Appropriate Administrator -- Has approved in advance the travel as necessary to the employee's performance of his/her assigned duties.
  - c. Travel -- Is within San Diego County (for mileage reimbursement for conference attendance, refer to [Procedure 8960.2](#)).
  - d. Auditable Records -- Are maintained as outline in paragraph 5 below.
  - e. The personal vehicle is licensed, registered, and insured consistent with California State requirements.
2. Computing Mileage
  - a. In Computing District Business Mileage -- Starting and finishing points shall be the regular work location of the employee. In the event an employee does not depart from his/her regular work location at the beginning of the business day, or return to that work location at the end of the day, he/she shall deduct from the total mileage (1) the distance from his/her home to his/her first stop, or (2) the distance from his/her home to his/her regular work location, whichever is less.
  - b. Split-shift Mileage -- A second trip between home and work generated by a split-shift assignment shall be considered reimbursable mileage.
3. Submission of Claims -- Claims may be submitted once a month, or less frequently if the accumulated mileage is less than 100 miles. Final claims must be submitted before the end of the fiscal year in which the travel took place. Claims submitted after the end of the fiscal year (June 30), in which the travel took place, will not be approved for payment and the employee will not be reimbursed for the mileage.
4. Rate of Reimbursement -- Reimbursement is at the Board approved rate. The Board of Trustees shall, from time to time, promulgate the mileage rate of reimbursement which shall be deemed to reimburse the employee for all personal vehicle expenses including, but not limited to, fuel, depreciation, maintenance, damages, repairs, registration, licensing, insurance, and any liability claims brought by third parties arising from accidents in which the employee may be involved. Tolls and parking will be reimbursed separately.
5. Auditable Records -- Shall be maintained.

- a. District Business Services Office -- Monthly Request for Mileage Refund.
- b. Employee  
Each Employee shall maintain detailed mileage records for audit purposes and have available for review by his/her administrator when claim is submitted for approval. Such records shall be subject to audit and must be retained by the employee for a period of one year after the close of the fiscal year during which the claim is submitted.

#### IMPLEMENTATION

1. Employee
  - a. See the approved mileage chart, included as part of this procedure for mileage between various locations. If travel is to locations not included on the chart, the employee records the beginning and ending odometer readings for each business trip and Daily Mileage Report, to be used for personal record. This form is not to be submitted to the Business Services Office with Request for Mileage Refund.
  - b. Prepares Refund Request Form in triplicate, signs and submits to appropriate administrator for approval.
2. Appropriate Administrator -- Reviews claim, signs if approved, and submits all copies to the Business Services Office.
3. Business Services Office -- Audits claims; follows regular procedure for preparation of warrant and its approval.

#### FORMS/REFERENCES

Appropriate Mileage Forms Available in District Offices, sample attached.

Education Code Section 44033 Automobile Allowance.

#### SUPERSEDES:

Procedure 8960.1. 7/16/76