



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6310.2 Employee Reimbursement for Use of Personal Car

Office(s) of Primary Responsibility

Vice Chancellor of Business Services
Controller
Vice Presidents of Administrative Services

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6310 Travel. To outline the regulations for reimbursing employees for use of their personal vehicle(s) for travel on District business.

B. Regulations

Eligibility for Mileage Reimbursement

District employees who are required to use his/her personal vehicle for travel on District business as a regular and recurring part of their 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.

Management employees do not qualify for mileage except for travel outside the county and while on travel status.

Employees are not entitled to mileage if they work a second job at the District and drive from their primary work assignment to their second job at a different location within the District.

- 1) The following conditions must be met for authorized reimbursement for mileage:
- 2) Division or Department – Has requested and received approval of funds for this purpose in the adoption of the final budget.
- 3) Appropriate Administrator – Has approved in advance the travel as necessary to the employee's performance of his/her assigned duties.

- 4) Travel – Is within San Diego County (for mileage reimbursement for conference attendance, refer to Procedure 6310.1).
- 5) Auditable Records – Are maintained as outlined in Section C, #6 below.
- 6) The personal vehicle is licensed, registered, and insured consistent with California State requirements.

C. Computing Mileage

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.

In the event that an employee does not depart from their regular work location but proceeds from their home to the first business destination at the beginning of the business day, they shall deduct from total mileage:

- 1) The distance from home to the first business destination; or
- 2) The distance from home to the regular work location, whichever is less.
- 3) If the employee proceeds from their last business destination directly to their home, they shall also deduct from total mileage:
 - a). The distance from the last destination to home; or
 - b). The distance from the regular work location to home, whichever is less.
 - c). Split-shift mileage – A second trip between home and work generated by a split-shift assignment shall be considered reimbursable mileage.
- 4) 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, may not be approved for payment and the employee may be denied reimbursement for the mileage.
- 5) 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.
- 6) 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.

D. Implementation

Employee

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 a Daily Mileage Report, is to be used for personal record. This form is not to be submitted to the Business Services Office with Request for Mileage Refund.

- Prepares Request for Mileage Refund, signs and submits to appropriate administrator for approval.
- Appropriate Administrator – Reviews claim, signs if approved, and submits to the Business Services Office.
- Business Services Office – Audits claims; follows regular procedure for preparation of warrant and its approval. Requests for mileage refunds from District employees who regularly use their own personal cars or other motorized vehicles as part of their normal work assignments should be submitted to the District Business Services Office for processing of payments and should not be paid out of the campus or department revolving cash funds.

E. Forms/References

- Request for Mileage Refund Form available in the District Business Services Website, (See sample attached).
- Employee Mileage Reimbursement Reference Table, (See attached)

References: BP 6310.
Education Code Section 44033.

Approved by Chancellor:

Date

Chancellor M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.