PURPOSE

To provide for the appropriate reimbursement to employees for expenses incurred in the use of personal vehicles on College business.

GUIDELINES

The College will reimburse employees for the use of their personal vehicle used for College business. California law requires that each person must have automobile liability coverage on his or her personal automobiles. The District will not provide collision, comprehensive, etc., insurance coverage to cover damage or loss to an employee’s car.

Note: Individuals who will be driving must have a valid California driver’s license and be able to offer proof of insurance coverage.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee’s normal commute to his/her place of business. Mileage incurred with a personal vehicle as part of business travel, from the office to an outside destination, is considered a reimbursable expense.

The mileage reimbursement form is available on the Administrative Services website under the Travel tab.

Travel must be listed from the College, not from the person’s home. If the person is traveling from their home to an outside business location, only the mileage incurred that is in excess of their normal commute to Hartnell College main campus, King City Center, or the Alisal campus, as appropriate, may be reimbursable. Reimbursement will be made for actual business travel at the current IRS rate, per mile. Employees must log their origination point (from) and destination point (to) on the reimbursement form.

Approved mileage reimbursement may be requested for the activities listed below. Requests should be sent to Accounts Payable or to the Cashier (if $50 or less), per the Petty Cash Policy, as follows:

1. For non-travel related: Complete and submit approved form on a monthly basis and no later than 10 days after month end, for activities such as:
   a. Mileage for faculty assignment between District worksite as provided for in the contract.
   b. Business related meetings within and outside of the District.
   c. Other business related activities as needed for the programs of the District.

In general, a Travel Authorization Request form is not required unless it has been deemed necessary by the program manager, i.e., grant related.
2. **Travel related:** Requires prior travel approval and must be submitted with the Travel Expense Reimbursement Request form within 15 days of return.

Annually, the Internal Revenue Service publishes the standard mileage rate used to calculate the deductible costs of operating a personal car for business use. The IRS prevailing rate per mile is to be used for reimbursement requests for all mileage. The reimbursement form is updated with the new rate as soon as it becomes available from the IRS.

For the purpose of clarity, the one-way distances between local cities are defined below:

- Salinas to King City = 48 miles
- Salinas to Greenfield = 40 miles
- Salinas to Soledad = 27 miles
- Salinas to Gonzales = 18 miles
- King City to Greenfield = 8 miles
- King City to Soledad = 21 miles
- King City to Gonzales = 30 miles

Please see **Board policy 2320 Conference and Travel** for further details.