



MILEAGE REIMBURSEMENT GUIDELINES

PURPOSE

To provide for the appropriate reimbursement to employees for expenses incurred in the use of personal vehicles on College business. See Board Policy 2320 Conference and Travel for additional information.

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. Clearance cannot be obtained on out of state licenses.

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 campus to an outside destination, is considered a reimbursable expense and requires Google Map documentation for verification of mileage. Campus to campus District business travel (one-way as shown below) does not require Google Map documentation and should be submitted for reimbursement as:

- Main Campus to Alisal Campus = 4.0 miles
- Main Campus to Castroville Campus = 9.4 miles
- Main Campus to Soledad Campus = 27.4 miles
- Main Campus to King City Campus = 49.5 miles

The [mileage reimbursement form](#) is available on the Administrative Services [website](#). In general, a Travel Authorization Request form is not required unless it has been deemed necessary by the program manager, i.e., grant related. Reimbursement will be made for actual business travel at the current IRS rate, per mile.

Travel must be listed as initiating from the College address **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, or alternate campus as appropriate, may be reimbursable. Approved mileage reimbursement may be requested for the activities listed below. Requests should be sent to either Lucy Trafton, ltrafton@hartnell.edu or Julie Silveira, jsilveira@hartnell.edu for processing.

1. **Non-travel Related Mileage:** Complete and submit approved form on a monthly basis 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.
2. **Travel Related Mileage:** Should be submitted within the [Travel Authorization](#) packet of documents. Please refer to [Travel Instructions and Guidelines](#) for all documents required.

Please note, 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 each year.