



## MILEAGE REIMBURSEMENT GUIDELINES

### PURPOSE:

To provide for the appropriate reimbursement to employees/faculty for expenses incurred in the use of personal vehicles on College business, in accordance with Board Policy 2320 Conference and Travel.

### GUIDELINES TO OBTAIN CLEARANCE:

Driving clearance **must** be obtained **prior** to driving for the District. Please note that reimbursement may not be granted for clearance requested after the fact. Individuals who will be driving **must** submit a valid **California driver's license AND** be able to offer proof of current **liability** insurance coverage. California law requires that each person must have automobile liability coverage or on his or her personal automobiles. Clearance cannot be obtained on out of state licenses. The District will not provide collision, comprehensive, etc., insurance coverage to cover damage or loss to an employee's car. Once clearance has been obtained, it must be maintained as current. The College will reimburse employees for the authorized and approved use of their personal vehicle used for College business. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. To receive driving clearance and eligibility to apply for mileage reimbursement, please contact Julie Silveira at [travel@hartnell.edu](mailto:travel@hartnell.edu), for processing.

### CAMPUS TO CAMPUS MILEAGE GUIDELINES:

One-way campus to campus business travel does not require Google Map documentation. Please refer to the [One-Way Campus to Campus Approved Mileage](#) listing for the approved number of miles between each Hartnell College campus.

### SUBMITTING THE MILEAGE REIMBURSEMENT FORM:

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. Travel must be listed as initiating from the College address not from the person's home. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. Any mileage other than campus to campus mileage requires Google Map documentation for verification of mileage. 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 their assigned Hartnell College campus, or alternate campus as appropriate, may be reimbursable. Reimbursement requests should be sent to Lucy Trafton at [travel@hartnell.edu](mailto:travel@hartnell.edu), for review and processing.

### NON-TRAVEL RELATED MILEAGE:

Please complete and submit your approved form **monthly** for routine and/or reoccurring 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
- d. **Monthly mileage reimbursement requests should be submitted no later than the 10<sup>th</sup> of each month.**

### TRAVEL RELATED MILEAGE:

Mileage listed on an authorized Travel Authorization should be submitted within the [Travel Authorization](#) packet of documents & not on a mileage reimbursement form. Please refer to [Travel Instructions and Guidelines](#) for travel related reimbursement.

### MILEAGE REIMBURSEMENT RATE:

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