

3018. ADMINISTRATIVE REGULATIONS ON MILEAGE REIMBURSEMENT

3018.1 The Vice President, Administrative Services or designee shall be responsible for administering these regulations.

3018.2 Mileage will be allowed for all employees in the following circumstances:

- A. Mileage will be allowed for all employees for roundtrip travel between work locations when the employee is driving a personal vehicle on business within the Long Beach Community College District as part of the employee's regularly assigned duties.
- B. Mileage will be allowed for all permanent employees, including classified staff, faculty, and administrators, for travel outside the Long Beach Community College District when the trip is part of regularly assigned duties. Mileage for conference travel must be claimed on travel authorization forms. When a trip is approved for travel outside the District to a city regularly serviced by scheduled airlines, the allowable mileage reimbursement may not exceed the amount of tourist class airfare.
- C. Names of temporary and student District employees who are recommended by an appropriate administrator for mileage reimbursement shall be submitted to the Associate Vice President, Human Resources, for recommendation to the Board of Trustees. Reimbursement for mileage for driving a personal vehicle on District business shall become effective on the date approved or ratified by the Board of Trustees.

3018.3 Mileage reimbursement shall not be allowed for the following circumstances:

- A. For any employee receiving a car allowance.
- B. For travel from the employee's residence to the first work location or from the last work location of the day to the employee's residence.
- C. For passengers in the vehicle when two or more employees share a personal vehicle to a District related activity.

3018.4 Mileage reimbursement shall be at the same rate as the mileage rate allowed by the Internal Revenue Service (IRS).

3018.5 Transportation related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls. All claimed transportation related expenses shall be authenticated by submission of original itemized receipts.

3018.6 Mileage reimbursement claim reports shall be filed in the Fiscal Services Office at least once per semester, or at any time the amount of the claim exceeds \$75.00

- A. All mileage reimbursement claims must be approved and signed by the employee's immediate supervisor and appropriate administrator, and are subject to budget availability.
- B. All claims for reimbursement for mileage and/or transportation related expenses are required to be submitted within the same fiscal year in which the travel occurred, or no later than July 20th of the next fiscal year. Claims submitted after July 20th of the next fiscal year will not be honored.
- C. All employees who drive personal vehicles on District business are required to provide proof of a valid California driver's license and the minimum property damage and public liability insurance required by California law to Fiscal Services. Documentation of meeting these stipulations is required prior to driving a personal vehicle on District business and in order to receive reimbursement for mileage.

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