



- 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 To document miles traveled, Google Maps or a similar directions/map website printout must be attached to the form for each location traveled.

3018.7 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 10<sup>th</sup> of the next fiscal year. Claims submitted after July 10<sup>th</sup> 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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