



# ADMINISTRATIVE PROCEDURES

No. 604.2

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## MILEAGE REIMBURSEMENT

The Mendocino-Lake Community College District pays its permanent employees, Board members, and other authorized district representatives mileage for use of his/her personal vehicle in the performance of District business. Mileage reimbursement for the use of a privately owned vehicle is based on the standard rate established by the Internal Revenue Code. Aside from mileage reimbursement, the District assumes no costs that may be incurred as a result of the use of such privately-owned vehicle. The Business Office will establish the effective date of any changes in the reimbursement rate.

Round trip mileage is paid to the destination from the employee's normal place of work or home, whichever is fewer miles. Mileage is not paid from the employee's home to his/her normal place of work.

The immediate supervisor's approval is required for all mileage reimbursements. Upon receipt of an approved Travel Expense Claim form, or an in-District expense claim reimbursement will be made through Accounts Payable.

Instructors assigned to an outlying area or college center as part of his/her regular teaching assignment will be paid mileage. Instructors assigned to an outlying area or college center as part of his/her overload assignment will not be paid mileage. When an instructor has an assignment in Ukiah and at an outlying area or college center on the same day, round trip mileage will be paid between the Ukiah Campus and the outlying area or college center or vice versa.

Part-time instructors are not paid mileage to or from their teaching assignments. Part-time instructors include: Part-time faculty, and "overload" assignments of full-time faculty.

In an emergency or in an undue hardship situation when a part-time employee is needed at a Center or an off-campus location and no other acceptable individual living in the immediate location can be found to fill the assignment, mileage payments may be made with the prior approval of the Dean of Instruction, Vice President, or Superintendent/President. It is intended that such payments of mileage will be held to an absolute minimum, with proper written documentation of need, and will be judged on an individual basis, weighing all options.

Adopted: March 3, 1992  
Revised: June 2, 1999  
November 7, 2006