

ARTICLE V

MILEAGE REIMBURSEMENT

7500. MILEAGE AND CELL PHONE REIMBURSEMENT. Any employee who is required to use a personal automobile in the performance of assigned duties may, upon the approval of the Chancellor, or designated representative, be authorize to so use such automobile and, when so authorized, shall receive reimbursement for such use in accordance with procedures established by the Chancellor. Spot audits of mileage reimbursement statements may be made, from time to time. Trips requiring overnight absences from any employee's established residence involving any expenses shall be separately authorized by the Trustees in accordance with Section 1072 governing attendance at conventions and meetings. For the purposes of this Article, Trustees are considered employees of the District, and are authorized for travel necessary to attend annual, regular, and special meetings of the Board of Trustees. Employees shall receive reimbursement for parking fees that are incurred while on District business.

EC 72123, 87033

Adopted 11-04-70  
Amended 09-23-81  
Amended 03-06-13

7500.10 Reimbursement Authorization. Any trustee or administrator of the District, previously authorized by the Chancellor or a college president, may have the use of a cellular telephone purchased by the District, or may be reimbursed for telephone expenses made from his or her personal cellular telephone as follows:

- A. **PERSONALLY OWNED.** Employees, who are required to carry a cell phone for business/work-related purposes, may be reimbursed only when they incur additional charges for business calls over the plan limit on their personal calling plan. The employee may request for reimbursement, at the excess minute rate, for up to the number of the minutes exceeding the plan limit for the month OR the total of business-related minutes, whichever is less. No reimbursement can be made for business calls made within the plan minutes.

Adopted 01-20-88  
Amended 09-13-89  
Amended 11-02-94  
Amended 03-06-13

7501. MILEAGE. Allowance for transportation by private automobile to and from a place or places of service located within one hundred (100) miles from the Los Angeles City Hall shall be at the existing authorized rates for college business mileage.

Adopted 11-04-70  
Amended 12-03-75  
Amended 09-23-81

7502. COLLEGE BUSINESS MILEAGE-DEFINITION CALCULATION. College business mileage is defined as the mileage which accrues in any one day on college business. Such mileage shall be calculated from the regular headquarters of the employee to his various destinations, and return to such regular headquarters.

In the event an employee does not visit his regular headquarters prior to his first trip on college business in any one day, he shall deduct from his total mileage (1) the distance from his home to such first stop, or (2) the distance from his home to his regular headquarters, whichever is lesser.

In the event an employee proceeds from his last destination on college business in any one day to his home, he shall deduct from his total mileage (1) the distance from such last destination to his home, or (2) the distance from his regular headquarters to his home, whichever is the lesser.

In the event an employee is assigned to perform work outside his regular hours of employment, on an emergency of non-scheduled basis as distinguished from a scheduled overtime basis, the performance of which involved the operation of his automobile from his home, he shall be entitled to receive reimbursement for total mileage traveled in connection with such assignment. A non-scheduled basis as used in this rule includes the supervision of students at events by an employee outside his normal working hours.

Adopted 11-04-70  
Amended 09-23-81

7503. REIMBURSEMENT RATES. Reimbursement for college business mileage shall be made at the following rates for each month.

Adopted 11-04-70

7503.10 Standard Mileage Rates. For use of employee automobiles in conducting authorized District business in accordance with the IRS standard mileage rate(s).

Adopted 11-04-70  
Amended 04-17-74  
Amended 06-20-79  
Amended 09-23-81  
Amended 06-12-91  
Amended 04-02-97  
Amended 03-10-99  
Amended 03-20-02  
Amended 04-20-05  
Amended 10-19-05  
Amended 01-25-06 (Effective date is 1/1/06)  
Amended 01-10-07 (Effective date is 1/1/07)  
Amended 12-19-07 (Effective date is 1/1/08)  
Amended 07-23-08 (Effective date is 7/1/08)  
Amended 01-14-09 (Effective date is 1/1/09)  
Amended 01-13-10 (Effective date is 1/1/10)  
Amended 04-13-11 (Effective date is 1/1/11)  
Amended 08-10-11 (Effective date is 7/1/11)  
Amended 12-19-12 (Effective date is 1/1/13)  
Amended 03-06-13 (Effective date is 1/1/13)

7504. TRAVEL ON PUBLIC CARRIERS. Any employee who is required to travel upon public carriers in the performance of his assigned duties may be reimbursed therefor upon approval by and in accordance with procedures established by the Chancellor or his designated representative.

Adopted 11-04-70  
Amended 09-23-81

7505. MILEAGE OR PUBLIC CARRIER FARE REIMBURSEMENT FOR CERTAIN EMERGENCY TRIPS. College personnel shall be eligible to receive reimbursement for mileage or public carrier fare for transporting students who become ill or injured at college to their homes, hospitals, clinics, or such other places as may be properly designated.

Adopted 11-04-70  
Amended 09-23-81

7506. MILEAGE OR PUBLIC CARRIER FARE REIMBURSEMENT FOR ATTENDANCE AT AUTHORIZED MEETINGS AND FOR SUPERVISING STUDENTS AT CO-CURRICULAR EVENTS. College personnel shall be eligible to receive reimbursement for mileage or public carrier fare for traveling to and from authorized meetings called or approved by the Chancellor or division head for supervising students at co-curricular events.

Adopted 11-04-70  
Amended 09-23-81