

MILEAGE REIMBURSEMENT

AP No. 7405

Board Reviewed: 2001

Formerly BP
3340

I. Approvals

- A. All administrative personnel are authorized to use their vehicles on college business with the approval of their supervising administrator.
- B. All other personnel must obtain specific approval for each use of their vehicle on college business.
- C. Trips of seventy five (75) miles or more, in or outside of Los Angeles and contiguous counties, and trips beyond state boundaries require prior approval of the Board of Trustees.

II. Student Body Activities

Employees required to use their vehicle(s) for Rio Hondo Student Body activities where no extra mileage allowance is involved may receive a mileage allowance from Student Body funds.

III. Reports

Mileage reports must indicate date, place, and mileage and approved by the appropriate supervisor, than be submitted to the Accounting Department prior to the end of the subsequent month-for mileage reimbursement.