SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Business and Financial Affairs Operating Procedures
Mileage

Scope

This procedure documents how employees can request reimbursement for <u>routine local</u> business-related mileage. Mileage expenses related to out-of-town travel should be processed using the travel claim process.

Responsibilities

It is the responsibility of each staff or faculty member to process a mileage claim for any requested reimbursement for business-related mileage. The process steps are listed below.

Process for Requesting Mileage Reimbursement

Responsibility	Action
Staff or Faculty member requesting a reimbursement for business mileage	1. Complete the Mileage Claim form, available on the BFA/Finance web page. List each local trip and related information. Attach backup documentation (ex. map supporting mileage claim). 2. For mileage between SWC sites, use the following pre-determined mileage:
Dean, Director or Supervisor	1. Review requested mileage. 2. Review the identified budget #. Consider if the mileage is an allowable and appropriate use of the identified funds. 3. Check for availability of funds in the identified budget #. Confirm the budget # is using the Mileage Object Code 55210. 4. If the budget # is managed by a different manager, forward for their consideration and approval. 5. Approve and return to requestor (if denied, return, and include an explanation).
Staff or Faculty	1. Enter your Mileage Claim in ESM for reimbursement. See BFA Operating Procedure – Travel & Mileage ESM Process. 2. Request Approval Note – Once you complete the ESM process, it will electronically route for approval. Following approval, this will route to Finance for review then payment. See BFA-OP Travel & Mileage ESM Process for additional details.

	From Chula Vista	From HEC Otay Mesa	From HEC National City	From HEC San Ysidro	From Crown Cove
To HEC-OM	10	-	15	7	14
To HEC-NC	8.5	15	-	11	12
To HEC-SY	9.5	7	11	-	9
To Crown Cove	18	14	12	9	-
To Chula Vista	-	10	8.5	9.5	18

3. Include requested budget # including the Mileage Object Code 55210.
4. Route to your Supervisor via email for review and approval.

SWC Policy & Administrative Procedures References:

   BP/AP 7400 Travel

   BP/AP 6250 Budget Management

   BFA OP – Travel

   BFA OP – Travel & Mileage ESM Process