

BARTON COUNTY COMMUNITY COLLEGE

Mileage Reimbursement Guidelines & Procedures

- The College's insurance carrier requires that all employees receiving mileage reimbursement submit a driver's license information form. The form may be found on the College's website (www.bartonccc.edu). If you have not already submitted this information, please go to the website, "click" on Quick Picks and then Employee Online Services. Once you are on the employee services screen, please "click" Drivers License Information Form, enter the requested information and print the form. The form can be mailed in the enclosed self-addressed, stamped envelope.

Once the Drivers Licenses Information Form is received, the information will be recorded and a motor vehicle report (MVR) will be run. If applicants do not pass the MVR, mileage reimbursements will not be issued for eligible claims. If approved, associate faculty will receive mileage reimbursements based on individual teaching assignments and eligible mileage claims.

- In the case of an accident/injury situation, which involves a faculty member who has submitted the required paperwork and is receiving a mileage reimbursement for a college-related activity (teaching a class), the driver's personal insurance will serve as primary coverage.
- Instructors will be compensated for mileage when the teaching site is in excess of 20 miles from their place of non-college work or home, whichever is the point of embarkation to the primary teaching site, as determined by the immediate supervisor. The reimbursable mileage will be determined during hiring or assignment, and will be noted on the employment agreement.
- Mileage reimbursements for travel in addition to scheduled class sessions require prior approval by the appropriate department (see legend).
- Mileage reimbursements will be handled as an addendum to the salary contract, where applicable.
- All mileage required for work, but not reimbursed by the College, should be tracked for possible tax considerations.
- Mileage reimbursement forms should be **submitted no later than two weeks** after the last class session. The College reserves the right to deny compensation for mileage to instructors who do not meet this deadline.

2/16/06 E.S.

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