

Glendale Community College District

7401

Administrative Regulation

Reimbursement of Mileage and Parking Claims

All reimbursement of mileage expenses shall be authorized by the Superintendent/President or designees. Authorized mileage reimbursement for use of personal cars shall be reimbursed at the then current IRS per mile rate. Such employees also shall be reimbursed for actual parking charges. Claims for reimbursement shall normally be submitted within seven working days after the end of the month, except in a case where the claim is for less than fifty dollars (\$50). In such case the expenses shall be accumulated and a claim submitted in a subsequent month, when total reimbursement equals or exceeds fifty dollars (\$50).

A claim, as an alternative, regardless of amount, may be submitted quarterly, within seven working days after the end of the period.

Claims submitted after July 10 for the previous fiscal year may not be reimbursed.

Reference:

- Education Code 87032

Adopted: 12/13/77

Revised: 3/31/83; 12/3/83; 6/11/85; 4/14/09