

## PROCEDURE -PERSONALLY OWNED AUTOMOBILE MILEAGE REIMBURSEMENT (F.PR.06)

GCC employees MUST obtain approval from their supervisor to travel.

Mileage should only be claimed when using your personal automobile for business related activities.

- Mileage reimbursement is only for the use of local business.
- Claim is valid only when traveling from regular or main place of work to a school site, GCC office, conference, workshop, meeting, etc.
- Include parking expenses and bridge tolls in the "Other Expenses" column.
- If multiple destinations are used on any one day, use more than one line for that day.

Mileage must be submitted monthly if it is greater than \$30. If it is less than \$30 it must be submitted quarterly

**June mileage must be submitted by July 15th.**

Go to <http://www.gcccharters.org/staff/mileageReimbursement.pdf>.

1. Attach additional paperwork; receipts, etc to the completed form F.PR.06.

2. Submit all paperwork to Program Manager and/or Principal for approval.

If approved; principal will submit to GCC Clerk 1 and a copy will be keep at the site.

If denied; principal will return to employee with explanation.

3. GCC Clerk 1 review documents.

If approved; submit to GCC Accounting Coordinator

If denied; return to principal with explanation and principal will notify employee.

4. CBO reviews for fiscal soundness.

If approved, GCC Clerk 1 submits to TRUSD Purchasing.

If denied, CBO return to principal with explanation.