## **BARTON COMMUNITY COLLEGE** MILEAGE REPORT FORM

Directions: Please complete and return this form for your mileage reimbursement. Mileage report forms should be sent to your immediate Supervisor in care of Barton Community College, Workforce Training and Community Education, 245 NE 30 RD, Great Bend, KS 67530.

## THIS FORM MUST BE COMPLETED AND RETURNED BEFORE PAYMENT WILL BE MADE.

Employee ID #: Name:Address:		Location:			
DATE	TRAVELED FROM	TRAVELED TO	MILES ONE-WAY	MILES ROUNDTRIP	
Date Submitted:		Signat	zure:		
FOR OFFICE USE O	NLY				
Total number of trips		To	tal miles		
Total miles per round trips X			Per mile reimbursement		
Total miles =			Total amount due		

## BARTON COMMUNITY COLLEGE Mileage Reimbursement Guidelines & Procedures

- The College's insurance carrier requires that all employees receiving mileage reimbursement submit a Background & Driver Authorization Form found under Human Resources on the Forms Page.
- In the case of an accident/injury situation, which involves an Associate 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 outside the instructor's legal county of residence. If the instructor's primary employer is located within the county of the teaching site, mileage will only be paid at times when the instructor is not working for their primary employer.
- 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. 11/26/13 D.S.