

Instructions for Mileage & Miscellaneous Expense Log

For mileage calculations, the distance traveled is calculated using the **employee's assigned work place as the origination and return point**. Standard distances have been established for use in claiming inter-district travel (LRCCD Regulation R-8343, 11.4.1).

Mileage reimbursement cannot be claimed for trips from home to ARC or Outreach Centers if that is your normal on-site work location. It is recommended that **Mileage & Miscellaneous Expense Log is submitted in monthly for reimbursement to avoid delay in processing.**

- 1) Complete the following fields on the travel log:
 - a) Date
 - b) Description
 - c) Point of Origin and Destination Address (no address is required for Inter-District Locations)
 - d) Indicate if the mileage is "One-way" or "Round Trip" in each line.
 - e) Miles
 - i) Provide a Google map print-out as backup to show how mileage was computed. Google map is NOT required for Inter-District Locations.
 - ii) Use [Mileage Chart](#) for Inter-District Travel and Mileage Reimbursement Rate

Click [HERE](#) for **Example of Mileage & Miscellaneous Expense Log**

- 2) Attach Mileage & Miscellaneous Expense Log and Google map(s) in section **A. Transportation** under **Private Vehicle** (see below)

A. Transportation ?

Do you have transportation expenses?

Yes

Transportation Type	Estimated Amount	Cash Advance ?	Attach Supporting Documents
Air - Travel Agency	\$ 0		
Air	\$ 0	<input type="radio"/> Yes <input type="radio"/> No	
District Vehicle	<input type="checkbox"/>		
Private Vehicle	25 miles × 2023 - \$0.655/m = \$ 16.38 <small>Do you have more mileage under another rate?</small> <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Choose File"/> No file chosen <small>Google Map / Mileage Log</small>