

Mileage Reimbursement

If you drive your personal automobile while on college business and you are involved in an accident, your own liability insurance policy applies first. The District liability coverage would be used only after your limits have been exceeded. The District does not cover collision or comprehensive coverage for your vehicle.

The mileage reimbursement paid by the District covers all operating expenses on your automobile including, but not limited to, insurance, gas, oil, maintenance, etc.

State law requires that automobile liability insurance, you should immediately notify your supervisor and you should not use your automobile for District business until you have met the minimum requirements.

Reimbursement for mileage will be made for the lesser of actual miles traveled or mileage from the campus worksite to/from your destination.