



REQUEST FOR MILEAGE REIMBURSEMENT FOR COVID-19 TESTING

M

For Departmental use only

NAME OF EMPLOYEE: _____

HOME ADDRESS: _____

LOCATION: _____

DEPARTMENT: _____

EMPLOYEE/
COLLEAGUE ID: _____

DATE	TESTING DESTINATION -Include a map from your home to the testing location	MILES

The District is required to provide access to no-cost testing for COVID-19 to employees "exposed at the workplace" during an outbreak and major outbreak per CalOSHA emergency regulations. These regulations went into effect November 30, 2020 and expire May 31, 2021. To comply with this requirement, district will provide time for employees during business hours to get tested and reimburse for the mileage cost, to and from the testing location.

Total Miles

X

Reimbursement Rate

COVID-19 Reimbursement Budget Code:

11-990-8-09-679000-5210

Total Reimbursement

I certify that the above is a correct statement of the number of miles I have driven on college business to obtain COVID-19 Testing. I have liability insurance on my automobile and agree to maintain insurance coverage as long as I use my automobile for college business. (Further information below).

Signed: _____

Date: _____

Approved: _____

Date: _____

Business Office _____

Date: _____

Review: _____

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 owners meet a minimum financial responsibility. This requirement is met by providing automobile liability insurance or a bond. If you do not carry 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.