EMPLOYEE / STUDENT WORKER MILEAGE REIMBURSEMENT

Steps to Follow for Consideration of Mileage Reimbursement

**IMPORTANT:**
Please complete PDF fill-in forms electronically. Handwritten documents will be returned.

1. Complete the following two fill-in forms:
   - Form B-165: “Authorization for Use of Privately Owned Vehicles for District Business”
   - Form B-167: “Motor Vehicle Driver Authorization Request”

2. After filling in the fields online: Print out the documents.

3. Employee/Student Worker, Supervisor, and the Division Vice-President MUST sign and date.

4. Provide a photocopy of your Automobile Insurance Declaration Page – required by the District. (ID cards are not acceptable substitutes.)

5. Send completed forms [Form B-165 & Form B-167] and copy of Declaration Page to:
   - Risk Management at Mail Station 14.

6. All three forms will be checked for accuracy and completeness. Incomplete forms will be returned to the employee / student worker for correction.

7. If all documents are complete and accurate:
   - Form B-165 and the copy of the Declaration Page / Proof of Automobile Insurance will be forwarded to MiraCosta College Accounts Payable (A/P).
   - Form B-167 will be submitted through the Department of Motor Vehicles (DMV) Employer Pull Notice online system.
   - For the prior three (3) years of the current Motor Vehicle Report (MVR): For drivers who have a clear driving record with NO violations or a driving record with violations within acceptable limits, Risk Management will enter their name into the MVR Shared Drive database.
   - For drivers who do not meet the District Minimum Qualifications, a Declination of District Driving Privileges letter, along with a copy of the MVR, will be issued to the affected employee ONLY.

For Mileage Reimbursement:

1. Employee / student worker needs to submit the appropriate form to their supervisor for review, approval and signature: Form B-46 “Mileage Claimed for Use of Private Car” or Form B-86 “Travel Request / Claim Form”

2. Once approved and signed, the supervisor should send the form to: A/P at Mail Station 6.

3. A/P will check the DMV Approved Driver list on the Shared Drive for the employee’s / student worker’s name. Once driver approval is confirmed, A/P will process a reimbursement check.

For Policies regarding Vehicle Use / Driver Authorization, see: Administrative Procedure 6530