

MiraCosta College

To: MiraCosta Community College District Administrators, Faculty, Associate Faculty, Classified Staff, Student Workers and Volunteers

From: Joe Mazza, Director/Risk Management; Business and Administrative Services

Date: 9/19/2008

Re: Driver Authorization, Mileage Reimbursement and Mileage Rate, Proof of Insurance and Motor Vehicle Reports

Welcome back to a new academic year at MiraCosta College! Due to changes in the insurance market and a thorough review and approval of the District's policies and procedures (page 4), there are new procedures and forms relating to Driver Authorization and Mileage Reimbursement. The goal of this memo is to explain the new procedures and forms to you and assist you in determining which forms you may need to complete and submit.

All previously completed forms that you have submitted to the District are outdated and will no longer apply.

The attached documents, forms and information apply to the following situations that you may either now or later wish to participate in as an employee/student worker or volunteer.

Section 1. (Employee or student worker) page 1; Your job duties require you to operate a District-owned vehicle or motorized cart.

Section 2. (Employee or student worker) page 2; You use your personally-owned vehicle on District business and wish to be reimbursed for the District's current mileage rate of 58.5 cents per mile for business miles driven which include expenses, such as, depreciation and insurance and other fixed and variable costs.

Section 3. (Authorized volunteer) page 3; You are authorized by your supervisor to drive your personal vehicle or a District vehicle for a prearranged District event and are approved to be reimbursed for the applicable mileage of your personal vehicle.

Applicable Board of Trustees Policies and Administrative Procedures Reference List; page 4

Please review the section number that would fit your situation, make a hard copy of the attached forms for that section, complete all information requested and send the forms including the required Proof of Insurance to Risk Management, MS 14. If you are an employee or student worker and drive a District-owned vehicle or cart and, on occasion, may need to drive your personally-owned vehicle, section 2 would be the correct reference section for you.

Mileage Reimbursements will not be processed after November 1st, 2008, unless the correct forms required under the referenced sections have been submitted and approved.

Refer all questions, concerns, comments and documents to me at either (760) 795-6866 or jmazza@miracosta.edu.