

Task: Process Mileage Reimbursement

Objective

At the end of this module, the participant will be able to process a request for mileage reimbursement in accordance with established HCC Finance Policies and Procedures.

Background Information

HCC reimburses employees who are *requested by their supervisors* to use their personal vehicles to conduct HCC business during their work hours, and who are on the current approved driving list maintained by Risk Management. According to Financial and Operations Policy B: 2.5 – Travel and Expenses, “employees shall be entitled to reimbursement for their ordinary and necessary expenses incurred in performing their duties, to the extent authorized by law and permitted by the Board.” HCC reimburses mileage at the rate of \$0.505 per mile. Employees should calculate mileage using the HCC intercampus mileage chart or MapQuest.com. All mileage needs to be reported on the Request for Mileage Reimbursement form. A valid budget number and authorized signatures are required.

Downloadable Documents

Navigation:

From HCC home page at <http://www.hccs.edu>

- > Faculty & Staff
- > Financial & Budgetary Control (under Finance & Administration)
- > Forms

- [Request for Mileage Reimbursement Form](#)

From HCC home page at <http://www.hccs.edu>

- > Faculty & Staff
- > Business Affairs (under Finance & Administration)

- [New Mileage Chart 2008](#) (under Cash Management)

Process for Completing Task

Completely fill out the Request for Mileage Reimbursement Form:

- 1) Requested By - Name of traveler
- 2) Address - Traveler’s address

- 3) Date - The date the form is being initiated
- 4) Vendor # - Traveler's vendor number in the HCC system
- 5) Phone – Traveler's office phone number
- 6) Department & Position – Name of traveler's department & his/her job title
- 7) Mileage for the period beginning – Beginning date of mileage to be submitted on form
- 8) Ending date – End date of mileage to be submitted on form
- 9) DATE – Date of the mileage being reported on each line
- 10) ORIGIN – Campus name or street address of the starting location of a single trip
- 11) DESTINATION – Campus name or street address of the ending location of that trip
- 12) PURPOSE OF TRAVEL – Reason for trip on each line
- 13) VISITED WITH – Name of person with whom the traveler communicated at the destination
- 14) MILES – Number of miles reported for trip on each line
Use HCC's Chart for Mileage Reimbursement to calculate miles between HCC locations. If a destination is not listed on the chart, use MapQuest at www.mapquest.com. **Submit copy of MapQuest information showing addresses of starting point and final destination and mileage between the two locations.**
- 15) Total Miles – Total number of miles reported on that page
- 16) Total Mileage Approved for Payment – Same number as "Total Miles," if all miles are reported on one page. If more than one page is used, add the "Total Miles" of all pages and report that amount here.
- 17) At 0.505/mile –Multiply "Total Mileage Approved for Payment" x 0.505 because mileage reimbursement is calculated at \$.505 per mile.
- 18) Total parking fees – Enter the total dollar amount of toll fees and parking fees for all trips reported on this form. **Original receipts must be submitted.**
- 19) Total amount due – Enter sum of previous two lines
- 20) Budget Information
 - a. Fund – Enter traveler's four-digit Fund number
 - b. Dept ID – Enter traveler's four-digit Department number
 - c. Acct – Enter appropriate five-digit sub-account number

Refer to the General Expenditure Sub-Account Listing

Navigation: <http://www.hccs.edu> > Financial & Budgetary Control
(under Finance & Administration) > Account Codes & Related
Instructions

- d. Prog – Enter traveler’s three-digit Program number
- e. Class – Enter traveler’s three-digit Class number

- 21) Extension – Office phone number
- 22) Signature – Traveler must sign form
- 23) Check the form for accuracy
- 24) Obtain signatures of proper budget authorities

This completed form and required attachments – parking/toll receipts and MapQuest mileage – are then turned into your College Operations Office for processing.

At the District Administration building, 3100 Main Street, the form should be turned in to Laura Garcia, x 85181, MC 1116B. If the form and all required documentation is received by Laura Garcia before 5:00 p.m. on Friday, then it can be reviewed and forwarded to Accounts Payable in time for the regular check run on the following Wednesday.

Key Resource Persons

YOUR COLLEGE BUDGET SPECIALIST

DISTRICT TREASURY OPERATIONS

Daryl Brown	713-718-5078
Laura Garcia	713-718-5181
Alice Binkley	713-718-5068