



Location: _____ V # (for Accounting only): _____

AUSD 103a (Rev 04/19/22)

Mileage Reimbursement for Use of Private Vehicle

- A. Mileage reimbursement will be allowed for the use of private motor vehicles on official travel at the established rate. The starting and ending point of such travel on regular workdays shall be the employee's principal place of assignment.
- B. If an employee travels from home to an official destination other than his/her principal place of assignment on a regular workday, the allowable reimbursable distance shall be determined by first subtracting the usual distance from home to work.

If an employee returns home from an official location other than his/her principal place of assignment on a regular workday, the allowable reimbursable distance shall be determined by first subtracting the usual distance from work to home.

If an employee travels to an official destination other than his/her principal place of assignment on the way to or from work the allowable reimbursement distance shall be the total distance traveled less the usual distance between home and work.

- C. Payment for mileage will be allowed for official trips from the employee's residence to a point of destination other than her/his principal place of assignment and her/his return home when such trips are commenced after the close of a regular workday or on a Saturday, Sunday, or holiday.
- D. An employee using her/his private motor vehicle on extended official trips outside of Los Angeles County will be reimbursed at the established rate but not to exceed the amount which would have been expended if the employee had a coach or economy airfare transportation and required limousine or taxi fares.

MILEAGE - ROUND TRIP

	Down Town LA	Count Office	D.O.
District Office/M.O.T/Nutrition Services	--	58	--
Gladstone High School	55	57	4
Azusa High School	57	59	3
Dalton	60	62	4.8
Ellington	56	58	.6
Hodge	61	63	6.6
Lee	57	59	3.6
Longfellow	61	63	6
Magnolia/Magnolia ATP	57	59	1
Murray	55	57	2
Paramount	54	56	3.4
Powell	58	60	2.2
Valleydale	55	57	4
Center MS	55	57	1.4
Foothill MS	57	59	2
Slauson MS	56	58	4.8