

Administrative Regulation

Mileage Allowance, Guidelines for Claims of

Employees who use their private cars on authorized school business may file claims for mileage reimbursement on a monthly basis. Mileage claims invoices (Form 9702.03) are to be submitted to the Office of Business Services. School personnel send their claims through the appropriate district level administrator. All other personnel should send claims through their administrative department head.

The attached list of one-way distances from the outlying schools to the district office is provided for use in determining the number of miles traveled. These figures have been rounded to the nearest tenth of a mile. Double the one-way mileage for round-trip distances.

In completing the mileage claim invoice, the term "in-district" for destination is not sufficient. The actual schools or sites visited shall be indicated. In the column, Nature of School Business Transacted, the actual purpose, not just "school business," shall be indicated.

Site-to-site distances will be calculated using the mileage matrix. The mileage matrix is available in hard copy or electronic format from the Office of Business Services for miles traveled from site-to-site.

Conference mileage is not to be included on the mileage claim invoice (Form 9702.03). If a Request for Authorization of Conference Attendance (Form 9702.16) has been submitted and approved by the Board of Education, then all transportation or travel expense for the conference must be charged to the appropriate line item expense for conference attendance and submitted separately on the Reimbursement Form (9702.12).

Prior to approving the mileage claim invoice, the supervisor should ensure that it is a legal expense.

Ref: EC Sections 44032, 44033

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GARDEN GROVE UNIFIED SCHOOL DISTRICT
Office of Business Services

MILES FROM DISTRICT OFFICE TO SCHOOL

SCHOOL	ONE WAY	SCHOOL	ONE WAY
Alamitos	2.2	McGarvin	3.1
Allen	4.3	Mitchell	1.3
Anthony	3.4	Monroe	4.7
Barker	4.2	Morningside	2.3
Bell	4.4	Murdy	2.9
Bolsa Grande	2.1	Newhope	4.3
Brookhurst	1.0	Northcutt	5.3
Bryant	3.2	Pacifica	3.8
Carrillo	3.8	Paine	3.9
Carver	4.2	Parkview	3.0
Clinton-Mendenhall	3.0	Patton	4.3
Cook	1.6	Peters	1.8
Crosby	2.3	Post	2.8
Doig	3.1	Ralston	.7
Edgar	4.6	Rancho Alamitos	3.3
Eisenhower	3.4	Riverdale	3.7
Enders	4.4	Rosita	2.7
Evans	.9	Russell	4.7
Excelsior	1.8	Santiago	2.7
Faylane	1.2	Simmons	1.6
Fitz	3.8	Skylark	2.9
Garden Grove	1.1	Stanford	1.9
Garden Park	4.3	Stanley	1.4
Gilbert	2.0	Sunnyside	1.0
Hare	2.1	Violette	2.0
Hazard	3.1	Wakeham	3.2
Heritage	3.5	Walton	2.5
Hill	2.3	Warren	3.0
Irvine	2.7	Woodbury	2.0
Jordan	1.6	Zeyen	2.1
Lake	1.8	Assessment Center	1.6
La Quinta	3.5	Chapman-Hettinga	4.2
Lawrence	2.3	Lincoln Ed. Center	1.2
Los Amigos	4.9	Maintenance Center	2.3
Mark Twain	1.8	Orange Co. Dept. Educ.	11.5
Marshall	3.9	Superior/Federal Courts Santa Ana, CA	7.2