



DUAL ASSIGNMENT MILEAGE REIMBURSEMENT WORKSHEET

“Dual Assignment” is a regular assignment to more than one designated campus/center site during the employee’s regular work **WEEK**. (Reference Article 3.10.1-2 of CBA)

NAME:	BANNER ID#:	SECTIONS TAUGHT:	
HOME ADDRESS:	CITY:	STATE:	ZIP:

PRIMARY DAYS & LOCATIONS:*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ SLO	☐ SLO	☐ SLO	☐ SLO	☐ SLO	☐ SLO
☐ NCC	☐ NCC	☐ NCC	☐ NCC	☐ NCC	☐ NCC
☐ AGHS	☐ AGHS	☐ AGHS	☐ AGHS	☐ AGHS	☐ AGHS
☐ NHS	☐ NHS	☐ NHS	☐ NHS	☐ NHS	☐ NHS

SECONDARY DAYS & LOCATIONS:*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ SLO	☐ SLO	☐ SLO	☐ SLO	☐ SLO	☐ SLO
☐ NCC	☐ NCC	☐ NCC	☐ NCC	☐ NCC	☐ NCC
☐ AGHS	☐ AGHS	☐ AGHS	☐ AGHS	☐ AGHS	☐ AGHS
☐ NHS	☐ NHS	☐ NHS	☐ NHS	☐ NHS	☐ NHS
☐ CMC	☐ CMC	☐ CMC	☐ CMC	☐ CMC	☐ CMC

*INCLUDE MILEAGE LOG WORKSHEET TO VERIFY DAYS AND LOCATIONS

Number of miles from home to your secondary campus and return:	_____	(A)
Number of miles from home to your primary campus and return:	_____	(B)
Subtract (B) from (A):	_____	(C)
Number of days traveled to secondary campus:	_____	(D)
Standard IRS mileage rate for the period: <i>current rate (.725)</i>	_____	(E)
Multiply (C) x (D) x (E) = Your Reimbursement Amount:	\$ _____	

Account						
Account						

SIGNATURE OF EMPLOYEE
SIGNATURE OF ADMINISTRATOR
SIGNATURE OF BUDGET OFFICE

1. Attach supporting documents
 - a) copy of map home to primary
 - b) copy of map home to secondary
 - c) mileage log worksheet
 2. Employee signs
 3. Obtain required administrator approval signature
 4. Submit signed form and supporting documents to budget office for final sign off and processing. budget@cuesta.edu

FOR OFFICE USE ONLY:

Dual Assignment (Y/N): _____ Reimbursement Rate: \$ _____ per mile Tenure ☐ or Tenure Track ☐

Verification of workdays reported (Y/N): _____ Verified by: _____ Date: _____