



SPLIT ASSIGNMENT MILEAGE REIMBURSEMENT WORKSHEET

"Split Assignment" is a regular assignment to more than one designated campus/center site on a scheduled **workday** of the affected faculty member. (Reference Article 3.10.1-2 of CBA)

NAME:		BANNER ID#:	
ADDRESS:	CITY:	STATE:	ZIP:
SECTIONS TAUGHT:		DEPARTMENT:	ACTIVITY DATES/TIME PERIOD:

PRIMARY & SPLIT ASSIGNMENT DAYS & LOCATIONS: *(ALSO ATTACH MILEAGE LOG WORKSHEET FOR VERIFICATION)*

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
PRIMARY	SPLIT	PRIMARY	SPLIT	PRIMARY	SPLIT	PRIMARY	SPLIT	PRIMARY	SPLIT	PRIMARY	SPLIT
☐ SLO	☐ NCC	☐ SLO	☐ NCC	☐ SLO	☐ NCC	☐ SLO	☐ NCC	☐ SLO	☐ NCC	☐ SLO	☐ NCC
☐ NCC	☐ AGHS	☐ NCC	☐ AGHS	☐ NCC	☐ AGHS	☐ NCC	☐ AGHS	☐ NCC	☐ AGHS	☐ NCC	☐ AGHS
☐ AGHS	☐ NHS	☐ AGHS	☐ NHS	☐ AGHS	☐ NHS	☐ AGHS	☐ NHS	☐ AGHS	☐ NHS	☐ AGHS	☐ NHS
☐ NHS	☐ CMC	☐ NHS	☐ CMC	☐ NHS	☐ CMC	☐ NHS	☐ CMC	☐ NHS	☐ CMC	☐ NHS	☐ CMC
	☐ Other		☐ Other		☐ Other		☐ Other		☐ Other		☐ Other

Number of miles to outlying campus (one way): ☐ SLO to NCC = 36 miles ☐ SLO to ARROYO GRANDE HS = 22 miles ☐ SLO to NIPOMO HS = 32 miles ☐ NCC to ARROYO GRANDE HS = 46 miles ☐ NCC to NIPOMO HS = 55 miles ☐ NCC to CMC = 34 miles ☐ Other _____ to _____ (calculate mileage with online Map)	_____	(A)
Number of SPLIT ASSIGNMENT workdays:	_____	(B)
MULTIPLY A x B:	_____	(C)
Standard IRS mileage rate for the period: <i>current rate (.725)</i>	_____	(D)
MULTIPLY (C) x (D) = Your Reimbursement Amount:	\$ _____	

Account						
Account						

SIGNATURE OF EMPLOYEE
SIGNATURE OF ADMINISTRATOR
SIGNATURE OF BUDGET OFFICE

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

FOR OFFICE USE ONLY:

Split Assignment (Y/N): _____ Reimbursement Rate: \$ _____ per mile Regular ☐ or Part-Time ☐

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