



**SPLIT ASSIGNMENT MILEAGE REIMBURSEMENT WORKSHEET
FOR USE BY REGULAR/PART TIME FACULTY
(Reference Article 4.17.2 of Agreement)**

Name: _____ Sections taught: _____

Primary location: SLO _____ NCC _____ AGHS _____ NHS _____

“Split Assignment” is a regular assignment to more than one designated campus/center site on a scheduled workday of the affected faculty member.

Split assignment days and locations: Please attach a separate schedule.

Number of miles to outlying campus (one way): _____ (A)

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.

Number of split assignment workdays: _____ (B)

Multiply A times B: _____ (C)

Standard IRS mileage rate for the period: _____ (D)
(Available from Fiscal Services)

Multiply C times D. This is your reimbursement amount: \$ _____

Attach this worksheet to a Conference Request/Travel Reimbursement Form. Obtain required approvals. Submit the form and supporting documents to the Budget office.

For Office Use Only

Split Assignment (Y/N): _____ Reimbursement rate: \$ _____ per mile.

Regular or Part Time Faculty: _____

Verification of workdays reported (Y/N): _____

Verified by: _____ Date: _____