

LOS ANGELES COMMUNITY COLLEGE DISTRICT MILEAGE EXPENSE CLAIM

FOR MONTH(S) OF: _____

If mileage claim for month is less than \$10.00 hold and submit with next monthly claim. Claim conference mileage on travel expense claim.

SUBMIT ONE (1) CLAIM ONLY FOR ANY MONTH(S).

DATE	Terminal Points		✓ for round trip	PURPOSE	MILES CLAIMED	PARKING FEE
	FROM	TO				
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*TOTAL						*

If more than one sheet is used - detach on above line; (except last sheet)

Disbursements - Revised 10/2018

I certify that the above are the actual necessary number of miles I have driven my automobile on Community College business and that the mileage claimed is in accordance with Board Rules.

Allowance for transportation by private automobile to and from a place or places of service located within one hundred (100) miles from the Los Angeles City Hall shall be at the existing authorized rate for college business mileage rate.

_____	_____
Signature	Date
_____	_____
Name - Type or Print as on pay warrant	Employee No.
_____	_____
Position Title	Campus or Division
Distance from home to Assigned Location: _____	Miles _____

AMOUNT CLAIMED			
	NUMBER	RATE	AMOUNT
*TOTAL MILEAGE		.545	\$
**TOTAL PARKING FEE			
TOTAL AMOUNT CLAIMED			\$

Fund approval and encumbrance: _____			FOR OFFICE USE	
Document Number _____				
584100				
BA	Fund Ctr/ WBS	G/L	Fund	Amount
_____	_____	_____	_____	_____
CFA Signature				Date

Approved for payment:
Name _____
Title _____

Los Angeles Community College District

One-Way Mileage Chart

LOCATION	District Office	City	East	Harbor	Mission	Pierce	South-west	Trade Tech	Valley	West
District Office 770 Wilshire Blvd L.A., CA 90017-3896	X	5	9	20	27	27	13	2	18	12
L.A. City College 855 N. Vermont Avenue L.A., CA 90029	5	X	12	23	21	21	15	7	12	12
East L.A. College 1301 Avenida Cesar Chavez Monterey Pk, CA 91754	9	12	X	26	32	30	17	8	21	17
L.A. Harbor College 1111 Figueroa Place Wilmington, CA 90744	20	23	26	X	57	40	12	18	36	20
L.A. Mission College 13356 Eldridge Avenue Sylmar, CA 91342	27	21	32	57	X	20	35	28	14	27
Pierce College 6201 Winnetka Avenue Woodland Hills, CA 91362	27	21	30	40	20	X	30	26	11	22
L.A. Southwest College 1600 W. Imperial Highway L.A., CA 90047	13	15	17	12	35	30	X	9	27	10
L.A. Trade-Tech College 400 W. Washington Blvd L.A., CA 90015	2	7	8	18	28	26	9	X	17	10
L.A. Valley College 5800 Fulton Avenue Valley Glen, CA 91401	18	12	21	36	14	11	27	17	X	18
West L.A. College 9000 Overland Ave Culver City, CA 90230	12	12	17	20	27	22	10	10	18	X
Los Angeles Airport (LAX)	17	17	25	15	32	27	6	17	22	5