



**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.**

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**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: \_\_\_\_\_