

Approved: Bruce Kendall Approval Date: 7-16-2008
Bruce Kendall

STANDARD PROTOCOL FOR SUBMITTING MILEAGE REQUESTS FOR PAYMENT

Bruce Kendall

Deputy Chief Executive, Existing Facilities

Revised July 2008

Effective July 1, 2008, mileage for work related travel by CM Consultants in their personal vehicles will be reimbursed by Existing Facilities per below guidelines.

Pre-Authorization for Work Related Mileage

1. Pre-authorization is required to claim work related mileage and parking reimbursement. The consultant "Start Date" on the Existing Facilities Notice of New Hire, as summarized on approved Staffing Orders, shall serve as the required pre-authorized start date of eligibility for claiming such reimbursement.

Recording Work Related Mileage

1. Use the attached *Consultant Work Related Mileage Statement* to record the required detail for each trip. Each item is subject to verification, modification and rejection, up to rejection of the entire invoice.
2. Mileage must be substantiated by *Google Maps* (<http://maps.google.com>) printouts of the most direct route. (If a non-direct route is taken, a justification, written on the printout displaying the actual route taken, should be signed by the consultant and the immediate supervisor.) Each parking charge must be substantiated by a parking receipt.
2. Each *Consultant Work Related Mileage Statement* must be signed by the consultant and by two levels of supervisors. These supervisors are the same supervisors authorized to approve consultant labor timecards. As with the labor timecards, if the first level supervisor is a Deputy Director, the second level of approval is not needed.

Invoice Packet for Reimbursement of Mileage Charges

1. As with all CM Labor invoices, all Mileage Invoices should be submitted to Central Offices at Program Controls CM Contract and Administration Unit.
2. To be reimbursable, Mileage Invoices must be submitted:
 - (a) only once for every billing period of 2 months. The first billing period is July 1, 2008 thru August 31, 2008 and
 - (b) within 60 days from the end of a billing period.
3. The rate of mileage reimbursement is the IRS Standard Mileage Rate for Business Miles.
4. Mileage Reimbursement Invoice Packet must include (submit 2 copies, unless emailed):
 - a. Request for Payment Form
 - b. Approved Staffing Order (which contains all consultant Start Dates)
 - c. *Mileage Summary Sheet* signed by CM Firm Principal
 - d. *Consultant Work Related Mileage Statements* with (a) parking receipts, (b) Google Maps printouts, as defined above, (c) sufficient detail to determine specific work related purpose of trip and (d) signatures of approved supervisors.
5. Modified items, rejected items and rejected invoices may be re-submitted (one re-submittal packet only) for re-consideration within 30 days of the emailed notification from Existing Facilities to the CM firm. No new items may be added. If rejected a second time, the items and/or invoices become non-reimbursable.
6. Supplemental Mileage Invoices are non-reimbursable.
7. Mileage charges for deliveries of documents are non-reimbursable.

Approved: Robert Fundis
01 October 2002 Director of Facilities Projects
Updated: Jay Malhotra
14 October 2002 CM Contract Administrator
Deputy Director, Program Controls

Attachment A: Mileage Summary Sheet (Page 1 and Page 2)
Attachment B: Consultant Work Related Mileage Statement

MILEAGE SUMMARY SHEET

CM Firm Name: _____

Two Months Invoiced: _____

CM Firm Address:

Address: _____

Invoice #: _____

Invoice Date: _____

Billing Period Start Date: _____

Billing Period End Date: _____

(Should be 2 months)

LAUSD Contract #: _____

Total Mileage Charges: \$ _____

Total Parking Charges: \$ _____

Total Invoice Amount: \$ _____

I have reviewed the attached Consultant Work Related Mileage Statements and hereby submit the signed Mileage Summary sheet required by the Standard Protocol for Submitting Mileage Requests for Payment Mileage (Invoice). I certify under penalty of perjury that, to the best of my knowledge and belief, this invoice and accompanying statements are true and correct according to the terms of relevant LAUSD procedures and the above referenced contract and that payment has not been previously requested or received.

Submitted by: _____

Authorized CM Firm Principal

Date: _____

Approved by: _____

Jay Malhotra, Existing Facilities CM Contract Administrator, Deputy Director Program Controls

Date: _____

