



ADJUNCT FACULTY MILEAGE REIMBURSEMENT REQUEST FOR TEACHING ASSIGNMENT TRAVEL

Name of Faculty Member _____ Employee ID _____
 Home Address _____

1. Are you an Adjunct Faculty Member? _____
2. Do you teach at more than one work site on the same day? Which locations? _____

If you answered "No" to Question 1 or 2, you **are not eligible** to receive mileage reimbursement.
 If you answered "Yes" to both Question 1 and 2 **please complete and sign the form**.
 Only mileage beyond normal commute is compensable. Please submit this request no later than 10 days after the end of the semester in which the miles were driven. No mileage will be reimbursed if submitted more than six (6) months from the time of expenditure. For contract language, please refer to Article 7, Section E-2.

A. Mileage from home address to downtown campus (includes Learning Corners, MTEC, and DeVos Campus)*	+	
B. Mileage from downtown campus to off-campus work site (see back of document for Mileage from Main Campus to Off-Campus Sites)	+	
C. Mileage from off-campus worksite to home address*	+	
Total Miles traveled in one day (Part A + Part B + Part C)	=	
Less Round Trip Normal Commute (Part A x 2)	-	
D. Reimbursable Miles per Day	=	
*Mapquest maps must be included and attached for Parts A & C for all reimbursement requests. When multiple routes are listed, the average will be used for calculation.		

I certify that the above is a true report of the use of my automobile in the performance of my duties as an employee of Grand Rapids Community College and that I have liability and property insurance on this vehicle in accordance with current Michigan statutes.

Employee Signature _____ Date _____

Dates of Travel to Off-Campus Work Site		
1.	12.	23.
2.	13.	24.
3.	14.	25.
4.	15.	26.
5.	16.	27.
6.	17.	28.
7.	18.	29.
8.	19.	30.
9.	20.	31.
10.	21.	32.
11.	22.	33.

Completed by Associate Dean's Department	
Reimbursable Miles Per Day <i>(Part D from above)</i>	
Number of Days of travel between Sites <i>(Must include course schedule)</i>	X
IRS Rate per Mile	X
Total Amount Due	=
Account Number	

Associate Dean's Signature _____ Date _____

Financial Services Approval _____ Date _____

NOTE: Once approval is obtained, send the form back to the employee. Employee is then responsible for submitting form electronically to reimbursement@grcc.edu. Instructions at <https://www.grcc.edu/financeandadministration>

Off Campus Sites 2017		
Regional Sites	Address	1 way mileage from Main
Byron Center High School	8500 Burlingame Ave. SW, Byron Center MI 49315	13
Grandville High School	4700 Canal Ave. SW, Grandville MI 49418	11
Lowell Administration Building	300 High St., Lowell MI 49331	22
Rockford High School	4100 Kroes NE, Rockford MI 49341	15
Lakeshore Campus Sites	Address	
GVSU Meijer Campus	515 South Waverly Rd., Holland MI 49423	28
Holland Careerline Tech Center	13663 Port Sheldon, Holland MI 49424	31
Midtown Center	96 W. 15th, Holland MI 49423	32
Patrick A. Thompson MTEC	6364 136th Ave., Holland MI 49424	31
West Ottawa High School	3685 Butternut Ave., Holland MI 49424	32
Other Sites	Address	
Kent Career Technical Center	1655 E Beltline Ave. NE, Grand Rapids MI 4525	7
Leslie E. Tassell MTEC	622 Godfrey SW, Grand Rapids MI 49503	2
Concurrent Enrollment Sites	Address	
Comstock Park High School	150 6 Mile Rd. NE, Comstock Park MI 49321	8
East Kentwood High School	6230 Kalamazoo Ave. SE, Kentwood MI 49508	11
Forest Hills Northern High School	3801 Leonard St. NE, Grand Rapids MI 49525	6
Godfrey Lee High School	1335 Lee St. SW, Wyoming, MI 49509	4
Godwin Heights High School	50 35 th St. SW, Grand Rapids MI 49548	6
Grand River Preparatory High School	650 52 nd St. SE, Kentwood MI 49508	9
GRPS – CA Frost	1460 Laughlin Dr. NW, Grand Rapids MI 49504	6
GRPS – Central Innovation High School	421 Fountain St. NE, Grand Rapids MI 49503	1
GRPS – Ottawa Hills High School	2055 Rosewood Ave. SE, Grand Rapids MI 49506	5
GRPS – Union High School	1800 Tremont Blvd. NW, Grand Rapids MI 49504	4
GRPS – University Preparatory Academy	512 S. Division Ave., Grand Rapids MI 49503	1
Kelloggsville High School	23 Jean St. SW, Wyoming MI 49548	7
Kent City High School	351 N Main St. NW, Kent City MI 49330	22
Kent Innovation High School	1655 E. Beltline Ave. NE, Grand Rapids MI 49525	7
Northview High School	4451 Hunsberger Ave. NE, Grand Rapids MI 49525	7
Wellspring Preparatory High School	1031 Page St. NE, Grand Rapids MI 49505	3
Middle College Sites	Address	
Cedar Springs High School	204 E. Muskegon St., Cedar Springs MI 49319	21
Wyoming High School	1350 Prairie Parkway SW, Wyoming MI 49509	5

Updated 7.19.17

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