Commute Mileage: Round-trip mileage between your Residence and your Home Campus is a personal commuting expense and is not eligible for travel reimbursement.

Residence - primary location [tax home base] where you personally reside.

Home Campus - the location where you regularly report to for work. It is used to determine all mileage calculations.

Telework - When an employee participates in a Telework program and periodically works from his/her residence, but the majority of his/her work days are spent at Home Campus [HC], the HC site is still considered the employee’s ‘home campus,’ even on days where the employee works from his/her residence.

Online - for an employee with online status, his/her residence is used to determine all mileage calculations. Commute miles are not applicable.

Determining Reimbursable mileage with examples:

- An employee’s Residence is in Duluth and HC is in Dunwoody. The employee’s normal commute mileage is 60 miles roundtrip [RT]. The employee leaves in the morning from his/her Residence to attend a meeting in Lawrenceville and then returns to his Residence. The total distance travelled is 40 miles RT. The employee’s total (business) miles [40] are less than the normal round trip commute miles [60], so there is no reimbursement for business mileage.

- An employee’s normal commute mileage is 15 miles one way. The employee leaves from home on Saturday and drives to his HC outside of his normal work schedule and returns to his Residence at the end of the day. The employee’s total reimbursable business travel is 30 miles. If travel occurs on a weekend or holiday outside of the normal work schedule, mileage is calculated from the point of departure with no reduction for normal commuting miles.
Determining Business Mileage

- An employee leaves in the morning from her Residence to attend a meeting 40 miles away and returns to her Residence, afterwards. The total distance travelled is 80 miles RT. The employee’s reimbursable business mileage is 20 miles \[80 \text{ miles traveled less } 60 \text{ miles normal commute mileage} = 20 \text{ business miles} \].

- An employee’s normal commute mileage is 20 miles one way. She traveled to her HC in Tucker in the morning. That afternoon, she traveled from her HC to attend a meeting at DEC campus. The predetermined Campus2Campus mileage from LKS to DEC is 13 miles. At the end of the day, she traveled 15 miles to her Residence. The employee’s reimbursable business mileage is 8 miles \[28 \text{ traveled less } 20 \text{ normal one way commute mileage} = 8 \text{ business miles}\].

- An employee’s normal commute mileage is 5 miles one way. She traveled to multiple campuses in one day. She left her residence and traveled 27 miles to the Alpharetta campus visit and ended her day at her HC, Clarkston. Campus visits in the same day were: Alpharetta, Lakeside and Decatur. The traveler will report her reimbursable business mileage on one expense line for the date traveled. \[\text{Residence>ALP>LKS>DEC>CKS less Commute mileage}: 27+24+13+10=74 \text{ less } 5. \text{ Her reimbursable mileage is } 69\].

**TIP:** Use the DESCRIPTION box on your Details pages. *Your trip legs should be noted in the description box for employee mileage. Such as in last example* - \([\text{Residence>ALP>LKS>DEC>CKS} \text{ less Commute mileage}]: 27+24+13+10=74 \text{ less } 5. \text{ Her reimbursable mileage is } 69\]*.

The normal commute miles must always be subtracted when an employee travels from their Residence to a meeting/visiting location on a normal work day. If the total miles travelled exceed the employee’s round trip commute miles, the miles in excess of his/her normal commute is eligible for reimbursement.

Safe Travels…