

Travel Scenarios – Commute Mileage Reimbursement

Business Miles versus Commuting Miles

Commute miles between the Traveler's residence and their primary workstation is considered personal mileage and is not eligible for travel reimbursement either one-way or round trip. (See Weekend and Holiday exceptions in the Statewide Travel Policy)

Direction from Residence to Business Event

In any of the scenarios below, the *direction* of the business event or temporary workstation from the Traveler's residence is **not** factored into the reimbursement calculation (e.g., The Traveler travels from their residence in the opposite direction from the primary workstation location.) The commute miles must always be subtracted when a Traveler travels from their residence to a business event or temporary workstation unless the residence has been declared as their primary workstation. If the total miles travelled exceeds the Traveler's round trip commute miles, the miles in excess of their normal commute are eligible for reimbursement.

Sample Travel Scenarios

The following sample travel scenarios depict situations in which an agency may consider a Traveler's personal vehicle mileage as business expense and the transportation expenses are reimbursable, versus personal commuting and the transportation expenses are not reimbursable.

- 1) The Traveler's residence is in Jefferson, Georgia and **primary workstation is at the central office** in Atlanta, Georgia. The employee's normal commute mileage is 120 miles round trip (RT).
 - a) The Traveler leaves in the morning from their residence to attend a meeting in Lawrenceville and then returns to their residence. The total distance travelled is 68 miles round trip. The Traveler's total business miles (68) are less than the round-trip commute miles (120), so there is *no reimbursement* for business mileage.
 - b) The Traveler leaves in the morning from their residence to attend a meeting in Dublin, Georgia 140 miles away and returns to their residence afterwards. The total distance travelled is 280 miles round trip. The Traveler's reimbursable business mileage is 160 miles (280 miles traveled - 120 commute miles = 160 business miles.)
- 2) The Traveler's residence is in Jefferson, Georgia and the agency has declared their **residence as their primary workstation**. The employee's commute mileage is zero (0) miles round trip (RT).
 - a) The Traveler leaves in the morning from their residence to attend a meeting in Lawrenceville and then returns to their residence. The total distance travelled is 68 miles round trip. The Traveler's reimbursable business mileage is 68 miles (68 miles traveled - 0 commute miles = 68 business miles.)
 - b) The Traveler leaves in the morning from their residence to attend a meeting in Dublin, Georgia 140 miles away and returns to their residence afterwards. The total distance travelled is 280 miles round trip. The Traveler's reimbursable business mileage is 280 miles (280 miles traveled -

0 commute miles = 280 business miles.)

- c) The Traveler goes to the agency central office in Atlanta to pick up some presentation materials necessary for their meeting. The distance traveled is 61 miles and \$10 for parking. The traveler's presentation is in Macon, 84 miles from the office. After the presentation, the Traveler travels 113 miles to return home. The Traveler's reimbursable business mileage is 258 miles (61+84+113 miles traveled - 0 commute miles = 258 business miles.) The agency also needs to reimburse the parking charge.
- 3) Employee's normal commute is 30 miles one way. The employee traveled from their Residence to Primary Workstation in the morning. That afternoon, employee traveled to a Temporary Workstation which is 44 miles from the employee's Primary Workstation. The employee then returned to their Residence from the Temporary Workstation, which was 54 miles. The employee's business miles traveled are 68 miles (128 total miles less 60 miles normal RT commute mileage = 68 business miles).
- 4) Employee's normal commute mileage is 15 miles one way. Employee leaves from home on Saturday and drives to their primary workstation outside of their normal work schedule and returns to their 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.
- 5) Employee's normal commute is 30 miles one way. The employee traveled from their Residence in Atlanta to Savannah on Monday. The employee spent three nights in Savannah and returned home on the fourth day, Thursday. On Monday (day one) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure. On day two and three mileage is calculated from the point of departure with no reduction for normal commuting miles. On Thursday (day four) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure.
- 6) Employee's normal commute is 30 miles one way. The employee traveled from their Residence in Atlanta to Savannah on Sunday. Sunday is not a scheduled workday for the employee. The employee spent three nights in Savannah and returned home on the fourth day, Wednesday. On Sunday (day one) no reduction for normal one-way commute from mileage is required since Sunday was not a scheduled workday. On day two and three mileage is calculated from the point of departure with no reduction for normal commuting miles. On Wednesday (day four) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure.
- 7) Employee's normal commute is 30 miles one way. The employee traveled from their Residence in Atlanta to Savannah on Monday. Monday was a state holiday. The employee spent three nights in Savannah and returned home on the fourth day, Thursday. On Monday (day one) no reduction for normal one-way commute from mileage is required since it was a holiday. On day two and three mileage is calculated from the point of departure with no reduction for normal commuting miles. On Thursday (day four) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure.

NOTE: See Section 2.3, Ground Transportation and Car Rental - Personal Automobile, for guidance to ensure employee business mileage is reimbursed at the allowed Tier 1 versus Tier 2 reimbursement rates.