

MILEAGE EXAMPLE #1

Colvin, Christy
1234 Vineville Avenue
Macon, GA 31204
Christy.colvin@mga.edu
Home Campus: Macon

ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101
ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101
ABCD 112-57 Full MW 2:00 - 3:15 PSC312
ABCD 112-58 Full MW 3:30 - 4:45 PSC312

M/W 12:00-2:00
T/R 9:00-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Macon** by the chair of her department. On Tuesdays and Thursdays, she does not come to the Macon campus prior to traveling to the Warner Robins campus for office hours and class. Her mileage should be calculated as such:

Miles from home to WRC – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to WRC= 19mi
Vineville Ave to Home Campus (Macon)= <7mi> Commute
Net Miles for Reimburse = 12mi- One Way

Roundtrip reimbursement would be 24 miles total.

MILEAGE EXAMPLE #2

Colvin, Christy
1234 Vineville Avenue
Macon, GA 31204
Christy.colvin@mga.edu
Home Campus: Dublin

ABCD 213-31 Full TR 8:00 - 9:15 Dub 111
ABCD 213-32 Full TR 12:30 - 1:45 Dub 111
ABCD 112-57 Full MW 2:00 - 3:15 Walker 205
ABCD 112-58 Full MW 3:30 - 4:45 Walker 205

M/W 12:00-2:00
T/R 9:00-12:15 Dublin

Christy is teaching at both the Dublin and Cochran campuses for the Fall Semester. Her home campus is designated as **Dublin** by the chair of her department. On Mondays and Wednesdays, she does not come to the Dublin campus prior to traveling to the Cochran campus for office hours and class. Her mileage should be calculated as such:

Miles from home to Cochran Campus – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to Cochran= 42mi
Vineville Ave to Home Campus (Dublin)= <55mi> Commute
Net Mi for Reimburse = <13mi>- One Way

Christy is NOT entitled to mileage as her daily commute mileage is greater!

MILEAGE EXAMPLE #3

Colvin, Christy
1234 Vineville Avenue
Macon, GA 31204
Christy.colvin@mga.edu
Home Campus: Macon

ABCD 213-31 Full TR 8:00 - 9:15 PSC312
ABCD 213-32 Full T 12:30 – 3:00 WRC1, 101
ABCD 112-57 Full MW 2:00 - 3:15 PSC312
ABCD 112-58 Full MW 3:30 - 4:45 PSC312

M/W 12:00-2:00
T/R 10:30-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Macon** by the chair of her department. On Tuesdays she teaches at both the Macon and Warner Robins campuses. Her mileage should be calculated as such:

Miles from Macon Campus to WRC + (Miles from WRC to residence – Normal commute Miles to Home Campus)
= Miles Entitled for Reimbursement

Miles from Macon Campus to WRC =	22mi
Miles from WRC to residence	+19mi
Normal commute Miles to Home Campus (Macon)	- 7mi
Net Miles for Reimburse =	34mi

For this example, the commute mileage is only deducted on the return trip as Christy began her day on the Macon campus

Exceptions include:

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- If an employee does not regularly travel to an office (home campus) from his/her residence (i.e., the residence is “home campus”), the requirement to deduct normal commuting miles does not apply.