

## In District Mileage - Commuting

When commuting between job locations, mileage is only reimbursable as agreed to between the traveler and the cost center manager. Regular commuting miles from home to the Primary Duty Station are not reimbursable. Use the following definitions to determine reimbursable commute mileage. Mileage reimbursement should be submitted as an Expense Report in Workday.

**Primary Duty Station** - Your principal place of work (Pensacola Campus, Warrington Campus, Milton Campus, South Santa Rosa Center, Century Center).

- If you work at more than one location, your supervisor must determine which is your Primary Duty Station by considering 1) amount of time spent at each **and** 2) the activities performed at each. Your Primary Duty Station may change periodically depending on your work assignment (such as teaching at different centers).

**Temporary Duty Station** - A workplace assignment realistically expected to last one year or less. You must have a Primary Duty Station to receive reimbursement for traveling to a Temporary Duty Station.

- The amount reimbursed for traveling from your home to the Temporary Duty Station is limited to mileage above your home to your Primary Duty Station mileage. For example, if it's 10 miles from your home to your Primary Duty Station and 15 miles from your home to your Temporary Duty Station, reimbursement mileage is 5 (the extra miles traveled).
- If mileage is less than the miles from home to the Primary Duty Station, there is no mileage reimbursement.

**Home** = Your legal place of residence. Expenses incurred for traveling between your home and your Primary Duty Station are not reimbursable, regardless of how far away your home is.

Below is a chart which may be helpful in calculating Commuting Mileage.

**Example 1** – Travel from home to destination (other than from Primary Duty Station).

### Mileage Calculation Formula

Line 1: Mileage From Home to Destination:	10
Line 2: Mileage From Home to Primary Duty Station:	<u>5</u>
<b>Subtract</b> Line 2 from Line 1: Miles for reimbursement:	5*

\*double if round trip

**Example 2** – Travel from the Primary Duty Station to another destination and then back to the Primary Duty Station.

**Mileage Calculation Formula**

Line 1: Mileage From Primary Duty Station to destination:	10
Line 2: Mileage From destination back to Primary Duty Station:	<u>10</u>
Add Line 1 and Line 2 - Miles for reimbursement	20

**Example 3** – Travel from the Primary Duty Station to another destination and then home.

**A. Mileage Calculation Formula**

Line 1: Mileage From Primary Duty Station to destination:	10
Line 2: Determine mileage from primary station to home	15
Line 3: Destination to Home:	<u>- 5</u>
Subtract line 2 from line 3	10
Miles <b><u>not</u></b> reimbursable since line 3 < line 2 home calc	
Total reimbursable miles	10

**B. Mileage Calculation Formula**

Line 1: Mileage From Primary Duty Station to destination:	10
Line 2: Determine mileage from primary station to home:	5
Line 3: Destination to home:	<u>25</u>
Subtract Line 3 from Line 2	20
Miles reimbursable since line 3 > than line 2 calc	<u>20</u>
	30

Click the link below for the Expense Report for In-District Travel Instructions:

[HTTP://pensacolastatecollege.freshservice.com/support/solutions/articles/19000097478](http://pensacolastatecollege.freshservice.com/support/solutions/articles/19000097478)