

EXAMPLE OF MILEAGE CALCULATION

Mileage Reimbursement Example

The table below illustrates various mileage reimbursement scenarios. The employee in this example has a regular work location at the main campus. Their one way commute miles from home is 10 miles. Their regular duty days are Monday through Friday.

Travel Day	Example Purpose	Trip Type	Starting Point	Destination	Ending Point	Miles Traveled	Commute Miles	Reimbursed Miles
Monday	Instruct Class	Round Trip	Home	PEARL	Home	81.2	(20)	61.2
Tuesday	Meeting	Round Trip	MSU	UMCP	MSU	93.4	0	93.4
Wednesday	Meeting	Round Trip	Home	UMCP	Home	113.4	(20)	93.4
Thursday	Meeting	One Way	MSU		UMCP	46.7	0	46.7
Thursday	Meeting	One Way	UMCP		Home	56.7	(10)	46.7
Friday	Meeting	One Way	Home	UMCP	MSU	103.4	(10)	93.4
Saturday	Depart for Conference	One Way	Home		BWI	30	0	30
Sunday	Away at conference							
Monday	Return from Conference	One Way	BWI		Home	30	(10)	20

Explanation:

- The first Monday and the Wednesday trips are from home to destination, then return home. Deduct round trip commute miles = 20.
- Tuesday's example is from campus to destination, then return to campus. No commute miles involved.
- Thursday is an example of an employee's work day traveling from campus to UMCP and then home.
 - Two entries are used here – each expressed one way.
 - For the first half, enter MSU to College Park. No commute miles involved.
 - For the second half, enter College Park to home. Subtract one way commute miles = 10.
- Friday is an example of an employee going to a meeting before coming to the office. Commute miles = 10.
- Saturday is an example of an employee leaving for a conference. This is a non-duty day for this employee, so no commute miles.
- The second Monday is the employee returning from their conference. This is a regular duty day, subtract commute miles = 10.