Calculating Reimbursable Mileage and Ground Transportation [1]

On any day (normal workday or non-normal workday), mileage or other transportation expenses between the employee's home and primary work location are non-reimbursable.

Mileage Calculator

Use the Mileage Calculator, within the Concur Travel & Expense System, to enter reimbursable miles. It provides an online map to calculate the number of miles driven and also assists in calculating and deducting the normal commute. For instructions, see Concur Expense: Mileage Reimbursements [2].

When commuting to sites other than the primary work location, reimbursable mileage is calculated by **totaling the number of miles driven that day** and subtracting the **total number of miles the employee would normally need to commute between home/primary work location/home.** Generally:

- If you begin *and* end at home, you probably need to make a round-trip commute deduction.
- If you begin *or* end at the office, you probably need to make a one-way commute deduction.
- If you begin *and* end at the office, you don't need to deduct a commute.

If you use ground transportation instead of a personal vehicle -- and for other details and specific scenarios -- see below.

Mileage/Ground Transportation - Reimbursement Calculation Examples

Office > Local off-site event > Office

Employee leaves the office mid-day to attend an off-site business event (intercampus/local), and returns to the office after the event.

- *Reimbursable miles:* Actual miles driven for segments listed (primary work location/event/primary work location). In Concur, enter those waypoints and do not deduct any commute. Enter parking as a separate expense if applicable.?
- *Ground transportation:* Costs limited to the amount that is reimbursable for mileage/parking in a personal vehicle. You should not use Travel Card for intercampus/local ground transportation (if you do, classify that expense in Concur as Personal Travel Charge-not reimbursable). Instead, enter equivalent mileage/parking expense as noted above, using the Mileage Calculator.

Home > Local off-site event > Home

Employee leaves from home, goes directly to an off-site business event (intercampus/local), and returns directly home after the event.

- *Reimbursable miles:* On a normal workday: miles driven that day for the segments listed (home/event/home) minus the normal (round-trip) commute (home/primary work location/home). On a non-normal workday: actual miles driven. In Concur, enter waypoints in Mileage Calculator and deduct round-trip commute or not, depending on the day of the drive. Enter parking as a separate expense if applicable.?
- *Ground transportation:* Costs limited to the amount that is reimbursable for mileage/parking in a personal vehicle. You should not use Travel Card for intercampus/local ground transportation (if you do, classify that expense in Concur as Personal Travel Charge-not reimbursable). Instead, enter equivalent mileage/parking expense as noted above, using the Mileage Calculator.

Home > Local off-site event > Office ... OR ... Office > Local off-site event > Home

Employee leaves from home on a normal workday, goes directly to an off-site business event (intercampus/local), and then goes to the office. (Or vice versa.)

- *Reimbursable miles:* Miles driven that day for the segments listed (home/event/primary work location), minus a one-way commute (home/primary work location). In Concur, enter waypoints in Mileage Calculator and deduct one-way commute. Enter parking expense if applicable. ?
- *Ground transportation:* Costs limited to the amount that is reimbursable for mileage/parking in a personal vehicle. You should not use Travel Card for intercampus/local ground transportation (if you do, classify that expense in Concur as Personal Travel Charge-not reimbursable). Instead, enter equivalent mileage/parking expense as noted above, using the mileage calculator.

Home > Airport (or vice versa) ... OR ... Office > Airport (or vice versa)

Employee leaves from home or from the office to go to the airport. (Or, employee arrives at the airport and goes home or goes to the office.)

- *Reimbursable miles:* On a normal workday-to/from home: miles driven that day for the segment listed (home/airport) minus the normal (round-trip) commute (home/primary work location/home). On a normal workday-to/from office: miles driven that day for the segment listed (primary work location/airport), minus a one-way commute (primary work location/home). On a non-normal workday: actual miles driven. In Concur, enter waypoints in Mileage Calculator and deduct appropriate commute or not, depending on the day of the drive.?
- *Ground transportation:* Actual costs. You can use Travel Card for ground transportation to/from the airport.

Home > In-state hotel for overnight stay (or vice versa)

Employee leaves from home to go to an in-state hotel for an overnight stay ... OR ... employee checks out of the in-state hotel and goes home.

- *Reimbursable miles:* On a normal workday: miles driven that day for the segment listed (home/in-state hotel) minus the normal (round-trip) commute (home/primary work location/home). On a non-normal workday: actual miles driven. In Concur, enter waypoints in Mileage Calculator and deduct round-trip commute or not, depending on the day of the drive. ?
- *Ground transportation:* Actual costs. You can use Travel Card for ground transportation to/from an in-state hotel when an overnight stay is involved.

Office > In-state hotel for overnight stay (or vice versa)

Employee leaves from the office to go to an in-state hotel for an overnight stay ... OR ... employee checks out of the in-state hotel and goes to the office.

- *Reimbursable miles:* Miles driven that day for the segment listed (primary work location/in-state hotel) minus a one-way commute (primary work location/home). In Concur, enter waypoints in Mileage Calculator and deduct one-way commute. ?
- *Ground transportation:* Actual costs. You can use Travel Card for ground transportation to/from an in-state hotel when an overnight stay is involved.

Partner/Family Member drives employee to Airport and then returns Home: Home > Airport > Home ... OR ... Partner/Family Member drives to pick up employee at Airport and then they return Home

- *Reimbursable miles:* On a normal workday: miles driven that day (home/airport/home) minus the normal (round-trip) commute (home/primary work location/home). On a non-normal workday: actual miles driven. In Concur, enter waypoints in Mileage Calculator and deduct round-trip commute or not, depending on the day of the drive.

Source URL: https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation

Links
[1] https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation
[2] https://www.cu.edu/psc/concur-expense-mileage-reimbursements