Calculating Reimbursable Miles [1]

The PSC Procedural Statement Travel [2] limits reimbursable miles to the number driven in excess of the number of miles involved in the individual's normal (round trip) commute for work.

- This calculation applies even in cases where the individual does not normally drive to the primary work location: e.g., the individual typically uses public transit or walks to work.
- This calculation does not apply if the individual drives to a place other than the usual work site on a non-normal workday.

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 the Adding Mileage video and procedures [3].

Example A

Joe drives 11 miles to and from his usual work site in downtown Denver for a normal commute of 22 miles. On Thursday, Joe drives from his home to the Boulder Campus to attend an early morning meeting. After the meeting, he continues to his primary work location where he completes his work day and then drives home. As a result, Joe drives a total of 53 miles that day - from home to Boulder, to his office in Denver, and back home.

Joe can request reimbursement for 31 miles. This represents the number of miles that he drove in excess of his normal commute (53 - 22 = 31)

Example B

Lucille takes the bus to her primary work location in Aurora. If she were to drive, her normal commute would be 8 miles. On Friday, she needs to use her car since she is participating in a conference at an offsite location, 12 miles from her house. The conference lasts the full day and Lucille drives home upon its conclusion.

Lucille can request reimbursement for 16 miles. This represents the number of miles she had to drive in excess of her normal commute (24 - 8 = 16).

Example C

Vance drives to his Colorado Springs office on Monday morning, leaves to attend a required function in Pueblo, and returns to the office early that afternoon. His normal commute for work
is 17 miles. His drive from the office to Pueblo and back to the office was 90 miles.

Vance can request reimbursement for 90 miles on Monday. Since he started and ended the trip to Pueblo at his primary work location, he doesn't deduct a commute from the mileage for the Pueblo trip. Another way to look at this: Vance drove a total of 107 miles on Monday, from home to his office, to Pueblo, to his office, and then back home. He can request reimbursement for 90 miles, the number of miles he had to drive in excess of his normal commute (107 - 17 = 90).

Example D

Shaheeda has a 14-mile normal commute for her work site in Aurora. On Sunday, she drives 27 miles from her home to DIA to catch a flight to an out-of-state conference. On Wednesday, she flies back to DIA and drives home.

Shaheeda can request reimbursement for the total 27 miles she drives on Sunday, since it is not a normal work day and she is not going to her normal work site. Of her total 27 miles on Wednesday, she can request reimbursement for 13 miles, the number of miles she had to drive on a normal work day in excess of her normal commute (27 - 14 = 13).

Example E

Marnie's normal commute for work is 3 miles. On Tuesday, Marnie's husband drives her from home to DIA so she can catch a flight for an out-of-state meeting. He drops her off and returns home. In order to get Marnie to the airport, her husband drives a total of 70 miles (home to DIA, then back home).

For that day, Marnie can request reimbursement for 67 miles. This represents the number of miles her husband had to drive so she could fulfill her work responsibilities minus the number of miles of her normal commute (70 - 3 = 67).

Example F

Jose has a 60-mile normal commute to his primary work location. On Sunday, he drives to the office to set up for an early-morning meeting on Monday.

Jose cannot request reimbursement for any miles on Sunday. It's not a normal work day for him, but it is his normal work location. Employees cannot be reimbursed for mileage to/from their home and their usual work site.

Source URL: https://www.cu.edu/psc/calculating-reimbursable-miles-0

Links
[1] https://www.cu.edu/psc/calculating-reimbursable-miles-0
[3] https://www.cu.edu/psc/concur-how-adding-mileage-expense-reports