Calculating Reimbursable Miles [1]

The PSC Procedural Statement Travel Authorization and Expense limits reimbursable miles to the number driven in excess of the number of miles involved in the individual's daily commute (round trip) 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 for the round-trip commute. This calculation does not apply if the individual drives to a place other than the usual work site on a non-normal workday.

Example A

Joe generally drives 11 miles to and from his usual work site in downtown Denver for a normal round trip commute of 22 miles. Today, however, Joe needs to drive 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, today Joe drives 53 miles - from home to Boulder to his office and back to his home.

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

Example B

Lucille usually takes the bus to work in Aurora. If she were to drive, her daily roundtrip commute would be 8 miles. Today 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 today. This represents the number of miles she had to drive in excess of her usual round trip commute (24 - 8 = 16). This calculation applies even though Lucille does not normally drive her personal vehicle to her primary work location.

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. He can request reimbursement only for those miles driven in excess of his normal commute, in this case, the drive to Pueblo and back.

Example D

Marnie usually drives 14 miles round trip to her work site in Aurora. Her normal work schedule is Monday through Friday. On Sunday evening she drives 27 miles to Denver International

Airport to catch her flight to an out-of-state conference. Marnie can request reimbursement for all 27 miles driven this day, since it is not a normal work day and she is not going to her normal work site. (If, however, she had needed to work in her office on that Sunday, her 14 mile round-trip commute would not have been reimbursable.)

Groups audience:
Procurement Service Center

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

Links:
[1] https://www.cu.edu/psc/travel/calculating-reimbursable-miles