THREE METHODS FOR REPORTING MILEAGE

Method #1: Net

Take all miles for each day, subtract the normal commute, and enter ONLY EXCESS MILES in the MILEAGE Field.

EXAMPLE:

DATE	FROM LOCATION	TO LOCATION	REASON FOR TRAVEL	MILEAGE	TOLLS/ PARKING
5/31/12	West	CJI to Home (Excess)	Staff Meeting	22.00	4.25

Here, the traveler left his home campus at West, traveled to CJI, and then traveled home for the day. He took the mileage and tolls information from the In-District Mileage Chart for West to CJI travel of 15 miles and $2.00 in tolls. He then calculated his mileage from CJI to his Home and subtracted his one-way normal commute. The total from CJI to Home minus his one-way normal commute is 7 miles. He added the 15 miles and the 7 miles to equal 22 miles total. He also incurred an additional $2.25 in tolls on his commute home. His total Mileage and Tolls/Parking for the day are 22 miles and $4.25 in tolls.

Method #2: Line by Line

For each travel destination, include a line on the mileage form. Subtract the one-way normal commute when applicable.

EXAMPLE:

DATE	FROM LOCATION	TO LOCATION	REASON FOR TRAVEL	MILEAGE	TOLLS/ PARKING
4/4/12	Home	East	Meeting	12.00	1.75
4/4/12	East	Lake Nona	Staff Meeting	16.00	2.00
4/4/12	Lake Nona	Home	Return Home From Work	-3.00	

In this example, the traveler traveled to numerous sites on the same day. She traveled from her home to East Campus, East Campus to Lake Nona Campus, and Lake Nona Campus back to her home. As you can see, she included one line on the Class C Mileage Form for each trip that day. She included the campus to campus mileage based on the In-District Mileage Chart, and then subtracted her round-trip normal commute for the day. Her normal commute is 12 miles one-way, so the traveler subtracted 24 miles (round trip because she left from and arrived home that day) from the last leg of the trip. Her commute from Lake Nona to Home was 21 miles and because she subtracted 24 miles from that mileage, it shows up as a -3. When the mileage is automatically totaled, the -3 will be deducted from her travel for the day to show only excess miles.

Method #3: Actual Mileage subtract Normal Commute

In this method, the traveler lists all of the mileage for each trip and then enters their normal commute (either one-way or round trip) for the day as a negative number to subtract the normal commute out. When the form is automatically calculated, the excess miles are only reimbursed.

EXAMPLE:

DATE	FROM LOCATION	TO LOCATION	REASON FOR TRAVEL	MILEAGE	TOLLS/ PARKING
5/17/12	Home	Double Tree Hotel	Meeting	8.80	
	Doublte Tree Hotel	Home	Return Home	8.80	
	Home	West	Distance from Home to West (Round Trip)	-11.40	
5/22/12	Home	East	Meeting	17.20	
	East	West	Return to Assigned Duty	16.00	
	Home	West	Distance from Home to West (One Way)	-5.70	

In this example, the traveler is entering each destination line by line and also including ALL miles for each trip. At the end of each day, she is deducting either her one way or round trip normal commute (depending on if she left and returned home on the same day) and entering this as a separate line as well. Her one way commute is 5.70 miles and her round trip normal commute is 11.40 miles. On May 17th the traveler left from home and returned to home on the same day. She deducted her normal commute round trip commute, 11.40, and entered it as a negative number. On May 22, the traveler left from home and traveled to East Campus. She then returned to her home campus. The traveler deducted her one-way normal commute of 5.70 and entered it as a negative number. The end total will calculate ONLY the excess miles as the normal commutes were deducted.