**Calculation of Mileage Reimbursement:**

**Example (1)** **Temporary Work Location(s) Commute Is More than Headquarters Commute**

* Normal work commute from home to work (headquarters) and return trip home is 24 miles (roundtrip).
* Employee drives from home to work headquarters, education center (440 N Broad) (12 miles).
* Employee drives from work headquarters to temporary work location (Central High School) (7 miles)
* Return trip home from last work location (Central High School) to home (14 miles).

The total miles traveled is 33 miles however, the employee is only due reimbursement for 9 miles because 24 miles is considered the employee’s normal work commute to work and home (24 miles less 33 miles equals 9 miles reimbursement).

**Example (2) Employee Travels to Temporary Work Location(s) and Commute is Less Than Commute to Headquarters**

* Normal work commute from home to work (headquarters) and return trip home is 20 miles (round trip).
* Employee is required to report to two temporary work locations (Girls High and MLK schools).
* The total mileage from home to the first temporary work location (Girls High) is 10 miles
* The mileage from the first work site to the second work location (MLK) is 5 miles.
* The miles from the second temporary, work location (MLK) to home is 5 miles.
* The total miles traveled for the day is 20 miles.

Although, the employee has traveled a total of 20 miles this workday he or she is not due any mileage reimbursement. The normal work headquarters roundtrip commute is 20 miles and the total miles commuted during the day is equivalent to the normal work headquarters round trip therefore the employee is not due mileage reimbursement. (Normal commute to work headquarters is 20 miles, less 10 miles to 1st temporary location, less 5 miles to 2nd temporary location, less 5 miles from the second location to home equals 0).