

# Calculating Reimbursable Miles

The Society of St. Andrew 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

Mary generally drives 11 miles to and from her usual work site in downtown Richmond for a normal round trip commute of 22 miles. Today, however, Mary needs to drive from her home to the Main Street United Methodist Church to attend an early morning meeting. After the meeting, she continues to her primary work location where she completes her work day and then drives home. As a result, today Mary drives 53 miles - from home to the church to her office and back to her home.

Mary can request reimbursement for 31 miles today. This represents the number of miles that she drove in excess of her usual round trip commute ( $53 - 22 = 31$ )

## Example B

Margaret usually takes the bus to work in Miami. 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 Margaret drives home upon its conclusion. Margaret 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 Margaret does not normally drive her personal vehicle to her primary work location.

## Example C

Matthew drives to his Memphis office on Monday morning, leaves to attend a required function in Germantown, 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 Germantown and back.

## Example D

Elizabeth usually drives 14 miles round trip to her work site in Wilmington. Her normal work schedule is Monday through Friday. On Sunday evening she drives 27 miles to the airport to catch her flight to an out-of-state conference. Elizabeth 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.)