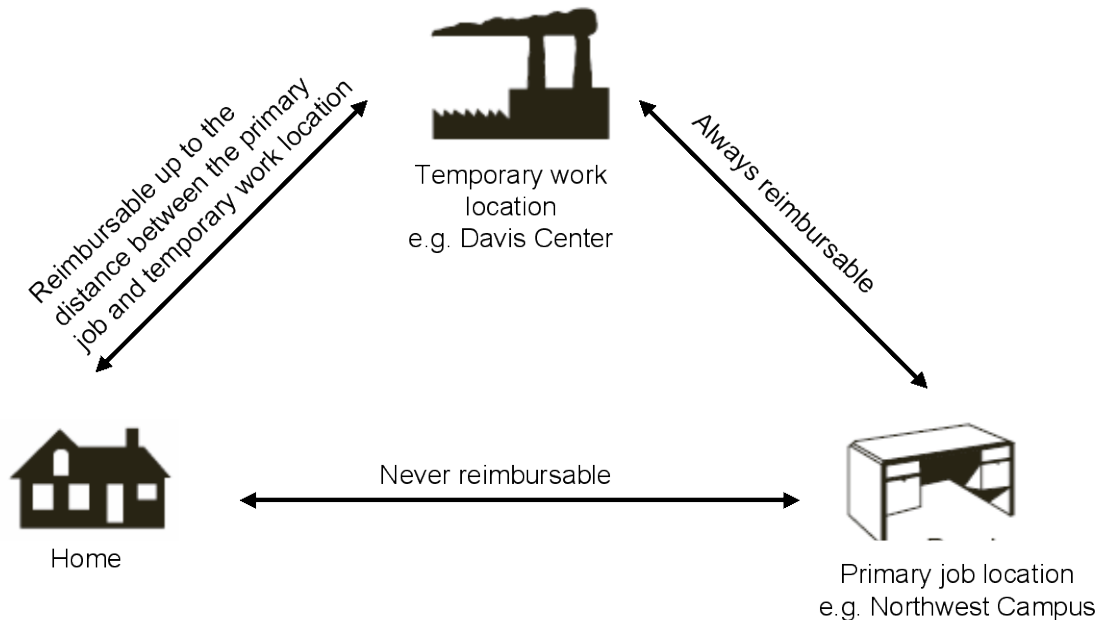


In District Mileage Reimbursement

When is in district mileage reimbursable by the College? In accordance with the Internal Revenue Service's rules on qualified non-taxable reimbursements provided by the College to employees, in-district travelers can use the chart below to determine qualified mileage the College may reimburse employees.



Home: The place where you reside. Expenses incurred for traveling between your home and your primary job location (e.g. Northwest – NW – Campus) are personal commuting expenses. You cannot be reimbursed for personal commuting expenses regardless of how far your home is from your primary job location.

Primary job location: Your principal place of business (e.g. NW Campus, Andrews Center, Blount Center, Davis Center, Kirkpatrick Center, Watson Center). If you work at one or more centers, you must determine which your primary place of business is. To do so, consider the amount of time spent at each location, the activities performed at each, and the income you earn at each. Your primary place of business can change from semester to semester depending on your assignment.

Temporary work location: A place where your work assignment is realistically expected to last (and does in fact last) one year or less. You must have a primary job location in order to receive reimbursement for travel to a temporary work location. The amount to be reimbursed from your home to the temporary work location will be the actual miles driven but not to exceed the mileage for the distance between the primary job location and the temporary work location. Therefore, if home to a temporary work location is a greater distance than your primary job location and the temporary work location you can only be reimbursed for the mileage from your primary job location to the temporary work location.