



## Effective September 1, 2017 - New Travel Reimbursement Procedures

(Administrative Procedure, Section C, CFC, Accounting – Expense Reimbursement)

All employees requesting personal mileage reimbursement for travel occurring outside of the daily commute **between home and work**, are required to deduct from their total reimbursement request the mileage that would normally occur on the daily commute from home to work.

- If your point of origin or your final destination is “home”, you must reduce the total round-trip commute miles from your ending odometer reading.
- If however, you do not travel round-trip and you come to the Center at some point during your day, you must reduce your one-way commute miles from your ending odometer reading.

When entering a request online in *Employee Access Travel Reimbursement*, or, if you are using the *Travel Expense Form* (paper format), the commute mileage should be subtracted from the STOP/ENDING odometer reading, as shown in the examples below.

**Example 1:** In example 1, the total miles driven for a round-trip trip was 100 miles. However, the normal commute driven each day is 15 miles one way. Therefore, 30 miles were subtracted from the "Stop/Ending Odometer" entry, leaving a total of 70 miles to be reimbursed

**Example 2:** In example 2, the total miles driven for a one-way trip was 50 miles. However, the normal commute driven each day is 15 miles one way. Therefore, 15 miles were subtracted from the "Stop/Ending Odometer" entry, leaving a total of 35 miles to be reimbursed.

### FileMaker Pro Travel Expense Form

(A) SCHEDULE		(B) TRIP DETAIL		(C) EXPENSE COMPUTATION			
DEPARTED	From Home To SCISISD Central	STATE MAXIMUM	ITEM	ACTUAL EXPENSES	EXCESS OVER STATE EXPENSES		
Date: 8/31/17	Ending Odometer: 1070		Miles @ .535	\$37.45			
Time: 7 a.m.	Beginning Odometer: 1000	\$85.00 +tax	Hotel				
	Total Miles: 70	\$41.00	Breakfast				
RETURNED	Contact Person:	Daily	Lunch				
Date: 8/31/17	Purpose: Example 1	Max.	Dinner				
Time: 4:30 p.m.			Taxi				
Check here if round trip(x)			Grab/Miles				
			Parking				
			Other				
			Sub-Total	\$37.45			
SCHEDULE		TRIP DETAIL		EXPENSE COMPUTATION			
DEPARTED	From ESC-20 To SCUCSID Central	STATE MAXIMUM	ITEM	ACTUAL EXPENSES	EXCESS OVER STATE EXPENSES		
Date: 9/1/17	Ending Odometer: 1035		Miles @ .535	\$18.73			
Time: 1 p.m.	Beginning Odometer: 1000	\$85.00 +tax	Hotel				
	Total Miles: 35	\$41.00	Breakfast				
RETURNED	Contact Person:	Daily	Lunch				
Date: 9/1/17	Purpose: Example 2	Max.	Dinner				
Time: 5 p.m.			Taxi				
Check here if round trip( )			Grab/Miles				
			Parking				
			Other				
			Sub-Total	\$18.73			

## Effective September 1, 2017 - New Travel Reimbursement Procedures (continued)

### Employee Access Travel Reimbursement

Del	Line	Date of Travel/ Start/End Time	Point of Origin	Destination	Odometer Start/Stop	Map Mileage	Per Mile	Mileage/ Reimburse	
<input type="checkbox"/>	01	08/31/2017 07:00 AM 04:30 PM <a href="#">Locations</a>	HOME City: _____ State: _____ Zip: _____	SCUCISD CENTRAL OFFICE City: _____ State: _____ Zip: _____	1000.0 1070.0 Round-Trip	0.0 <input checked="" type="radio"/> Yes <input type="radio"/> No	5350	70.0 37.45	Example 1 Conta
<input type="checkbox"/>	02	09/01/2017 01:00 PM 05:00 PM <a href="#">Locations</a>	ESC-20 City: _____ State: _____ Zip: _____	SCUCISD CENTRAL OFFICE City: _____ State: _____ Zip: _____	1000.0 1035.0 Round-Trip	0.0 <input type="radio"/> Yes <input checked="" type="radio"/> No	5350	35.0 18.73	Example 2 Conta

Supervisors, please help ensure a smooth transition by ensuring that the appropriate commute miles are being subtracted from the total reimbursement whenever applicable.

Thank you for assisting in this important change that will allow us to achieve cost-efficiencies. To assist in this transition, here are the previously discussed travel scenarios.

#### Scenarios

- Your home office is ESC20. You live 20 miles from the office (40 mile round trip commute). You have 4 campuses to visit tomorrow and will NOT go to ESC20 during the day. The mileage that will be driven from home to all the campuses and back to home will be 75 miles.  
Reimbursement: Total of 75 miles – 40 miles (round trip commute) = **35 Miles reimbursed**
- Your home office is ESC20. You live 20 miles from the office (40 mile round trip commute). You have 4 campuses to visit tomorrow and will NOT go to ESC20 during the day. The mileage that will be driven from home to all the campuses and back to home will be 35 miles.  
Reimbursement: Total of 35 miles – 40 miles (round trip commute) = **No reimbursement**
- Your home office is ESC20. You live 10 miles from the office (20 mile round trip commute). You arrive at the main office in the morning. At noon you leave to visit 2 campuses and will go home directly from the last campus visit location (NOT returning to ESC20). The mileage that will be driven from ESC20 to campuses and then back home will be 30 miles.  
Reimbursement: Total of 30 miles – 10 miles (one way commute) = **20 Miles Reimbursed**
- Your home office is a school campus or other location other than ESC20. You live 5 miles from this office (10 mile round trip commute). You begin the day at your assigned location, and then leave to make several campus visits, then drive to ESC20 to drop off paperwork, then return home. The mileage that will be driven from when you leave your assigned location (including trip to ESC20 and home) will be 65 miles.  
Reimbursement: Total of 65 miles – 5 miles (one way commute) = **60 Miles reimbursed**